

# **OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY**

*Series 3000*

*Business and Non-instructional Operations*

*BP 3314(a)*

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## **Payment for Goods and Services**

The Governing Board recognizes the importance of developing a system of internal control procedures in order to help fulfill its obligation to monitor and safeguard district resources. To facilitate warrant processing, the Superintendent or designee shall ensure that purchasing, receiving, and payment functions are kept separate. He/she shall also ensure that invoices are paid expeditiously so that the district may, to the extent possible, take advantage of available discounts and avoid finance charges.

*(cf. 3300 - Expenditures/Expending Authority)*

*(cf. 3312 - Contracts)*

*(cf. 3314.2 - Revolving Funds)*

*(cf. 3400 - Management of District Assets/Accounts)*

*(cf. 9320 – Meetings and Notices)*

The Superintendent or designee shall sign all warrants and shall ensure that warrants have appropriate documentary support verifying that all goods and services to be paid for have been delivered or rendered in accordance with the purchase agreement.

The Board shall approve all warrants at a regularly scheduled Board meeting.

*(cf. 9320 – Meetings and Notices)*

The district shall not be responsible for unauthorized purchases.

Legal Reference:

**EDUCATION CODE**

17605 Delegation of authority for purchases

42630-42651 General provisions - orders, requisitions and warrants

42800-42806 Revolving cash fund

42810 Alternative revolving fund

42820 Prepayment funds

**CODE OF CIVIL PROCEDURE**

685.010 Rate of Interest

**GOVERNMENT CODE**

16.5 Digital signatures

5500-5506 Uniform Facsimile Signatures of Public Officials Act

8111.2 Definition of public entity

**PUBLIC CONTRACT CODE**

7107 Retention proceeds; withholding; disbursement

9203 Payment for projects costing over \$5000

20104.50 Timely progress payments

**CODE OF REGULATIONS, TITLE 2**

22000-22005 Digital signatures

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Management Resources:

***CSBA PUBLICATIONS***

Maximizing School Board Governance: Understanding California's Public School Finance System, 2006

Maximizing School Board Governance: Budget Planning and Adoption, 2006

Maximizing School Board Governance: Understanding District Budgets, 2006

Maximizing School Board Governance: Fiscal Accountability, 2006

School Finance CD-ROM, 2005

***WEB SITES***

CSBA: <http://www.csba.org>

California Secretary of State, digital signatures: <http://www.sos.ca.gov/digsig/digsig.htm>

Fiscal Crisis Management & Assistance Team: <http://www.fcmat.org>

Adopted: 7-23-80

Amended: 3-18-86, 6-6-89, 9-17-02, 1-20-04, 4-15-08