



Section: FINANCES
Title: PAYMENT OF CLAIMS
Adopted: August 19, 2003
Revised: October 17, 2006
 June 17, 2008

614. PAYMENT OF CLAIMS		
1. Purpose	<p>It is the purpose of the Joint Operating Committee to effect the prompt payment of bills, but at the same time ensure that due care has been taken in review of such bills.</p>	
2. Authority	<p>Each bill or obligation of the Joint Operating Committee must be fully itemized, verified and passed upon by the Joint Operating Committee before a check can be drawn for its payment, except that the Business Administrator to draw payment orders for: items the prompt payment of which will accrue to the advantage of the school, progress payments to contractors as specified in a contract approved by the Joint Operating Committee, orders to cover approved payrolls and agency account deposits, utility bills, insurance premiums, petty cash reimbursement, employee expenses, obligations due prior to the scheduled Joint Operating Committee meeting, and advances for conferences and to process monthly invoices when a Joint Operating Committee meeting is not scheduled or cancelled for that month.</p> <p>It shall be the responsibility of the Business Administrator or designee upon receipt of any invoice to verify that the purchase invoice is in order, goods were received in acceptable condition or services were satisfactorily rendered, funds are available to cover the payment, the item is one for which the Joint Operating Committee budgeted, and the invoice is for the correct amount contracted.</p> <p>All claims for payment shall be submitted to the Joint Operating Committee in the form of a listing including check number, to whom paid, description, and amount of remittance. The checklist shall be placed in the official minutes of the Joint Operating Committee. Approval by the Joint Operating Committee of the listing shall constitute approval of each expenditure and agreement or contract (or other documentation) relating to each expenditure.</p> <p>Upon approval of any order, the Business Administrator or designee shall prepare a check for payment and cancel the commitment placed against the appropriate account.</p> <p>All checks approved by the Joint Operating Committee and drawn against the school's General Fund Checking Account shall be signed by the Joint Operating Committee's President, Secretary and Treasurer.</p>	<p>§439, 607, 1155</p> <p>§427, 439</p> <p>SC 439</p> <p>SC 427</p>

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	<p style="text-align: center;">Checks drawn against the school's Payroll Checking Account shall be signed by one of the Joint Operating Committee's officers. One of four (4) signatures are required.</p> <p style="text-align: center;">Checks may be executed with a facsimile signature.</p> <p style="text-align: center;">Signatures of the Joint Operating Committee's officers may be engraved on a signature plate which shall be secured by the Business Administrator.</p> <p style="text-align: center;">No check shall be made out to cash.</p>	<p style="text-align: center;">§427, 428, 433, 65 P.S. §301, 302, 303, 304, 305, 306, 307, 308, 309</p>
	School Code	<p style="text-align: center;">§427, 428, 433, 439, 607, 608, 610, 625, 687, 1155</p>
	Other Cities	<p style="text-align: center;">65 P.S. §301, 302, 303, 304, 305, 306, 307, 308, 309</p>