

LODI UNIFIED SCHOOL DISTRICT

REVISION

Business and Non-Instructional Operations

Policy 3314

Payment for Goods and Services

The Board of Education 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~~ **The Superintendent or designee** 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.

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 ~~ratify~~ **approve** all warrants at a regularly scheduled Board meeting.

The district shall not be responsible for unauthorized purchases.

Legal References: EDUCATION CODE
17605 Delegation of authority ~~for purchases~~ **to purchase supplies and equipment**
42630-42651 ~~General provisions~~ – Orders, requisitions and warrants
42800-42806 Revolving cash fund
42810 ~~Alternative revolving fund~~ **Revolving cash funds; use; administrators**
42820 Prepayment funds
GOVERNMENT CODE
16.5 ~~Digital~~ **electronic** signatures
5500-5506 Uniform Facsimile Signature of Public Officials Act
~~811.2~~ **811.2** Definition of public entity

CODE OF CIVIL PROCEDURES
685.010 Rate of interest

PUBLIC CONTRACT CODE
7107 Retention proceeds; withholding; disbursement
7201 Retention proceeds; limits and exceptions
9203 Payment for projects costing over \$5,000
20104.50 ~~Construction~~ **Timely** progress payments

CODE OF REGULATIONS, TITLE 2
22000-22005 ~~Digital Signatures~~ **Public entity use of
electronic signatures**

MANAGEMENT RESOURCES

WEBSITE

CSBA District and County Office of Education Legal
Services: <https://legalservices.csba.org/>

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

CSBA: <https://www.csba.org/#gsc.tab=0>

Fiscal Crisis and Management Assistance Team:
<https://www.fcmat.org/>

Policy
adopted: 05/20/97
revised: 01/15/08
revised: 02/20/18