

**BOARD AGENDA ITEM
November 15, 2016**

SUBJECT:

Changes to Policy DK Payment Procedures

BACKGROUND:

This policy establishes the structure for payment of district obligations

ADMINISTRATIVE CONSIDERATION:

The proposed policy update brings the procedures for payment in line with the district's current administrative structure. Language referencing revenues originating in an administrative area has been replaced by references to individual schools. The update also reinforces adherence to purchasing and procurement guidelines.

RECOMMENDATION:

Approve the proposed changes on first reading

ATTACHMENT:

Policy DK Payment Procedures

PREPARED BY:

King Laurence
Tray Traxler

PAYMENT PROCEDURES

Code **DK** Issued **2/12**

Purpose: To establish the basic structure for payment of district obligations.

The superintendent will receive, hold in custody and expend all funds as directed by the board of trustees.

The district will make all payment for goods and services **only** under these conditions.

- against invoices, properly supported by authorized purchase orders
- against properly submitted vouchers covering authorized expenses
- in accordance with salary schedules or salaries set by the board

Expenditure of area funds

All funds, revenues, fees and accrued interest received by, generated by, or otherwise attributable to a school originating within an administrative area will be expended for the exclusive use of that school. the school operations and programs within the administrative area.

The area advisory council will approve expenditures that exceed \$1,500 and record such in the official minutes of council meetings with the following exception. Expenditure requests from \$1,500 to \$3,000 that have prior area council budgetary approval need not be reapproved if in compliance with procedures set forth in the Bookkeeping and Accounting Procedures Manual for Student Activity Funds. Additional area advisory council approval is not required for class rings, pictures, workbooks, textbooks, annuals, field trips, fund raisers and concession payments. Profits generated are subject to these guidelines. Purchases from school activity funds must comply with the district's purchasing and procurement guidelines. The appropriate academic officer or other designated administrator. The school principal must approve all expenditures. of less than \$1,500. Additional approval by the appropriate executive director is required for any purchases totaling \$2,500 or more.

The area advisory councils will establish procedures in accordance with state law and state board of education policies to govern such expenditures.

Adopted 11/9/71; Revised 9/26/89, 1/10/95, 6/11/96, 12/12/96, 10/9/01, 2/7/12

Legal references:

- A. S. C. Code, 1976, as amended:
1. Section 11-1-40 - Unlawful to contract in excess of appropriate amount and to divert current funds for payment of prior obligations.
 2. Section 59-19-80 - All employment and purchase contracts require board approval.
 3. Section 59-19-290 - All contracts in excess of apportioned funds are void.