

# Santa Barbara Unified School District Board Policy

BP 3314

## Business and Non-Instructional Operations

### 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 and Purchases)*  
*(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    *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*

*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.femat.org>

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Santa Barbara, California      June 17, 2008