

CARBON CAREER & TECHNICAL INSTITUTE

SECTION: FINANCES

TITLE: PAYMENT OF BILLS

ADOPTED: October 21, 2004

REVISED: September 21, 2006

616. PAYMENT OF BILLS	
<p>1. Purpose</p>	<p>It is the Joint Operating Committee's intent to direct prompt payment of bills, but at the same time to ensure that due care has been taken in the review of the school's bills.</p>
<p>2. Authority SC 439, 607, 1155 SC 427, 439</p>	<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 Joint Operating Committee Secretary is permitted to draw payment orders for:</p> <ol style="list-style-type: none"> 1. The prompt payment of items that will accrue to the school's advantage. 2. Progress payments to contractors specified in a contract approved by the Joint Operating Committee. 3. Orders to cover approved payrolls and agency account deposits. 4. Utility bills.
<p>3. Delegation of Responsibility SC 607, 687</p>	<p>It shall be the responsibility of the Business Administrator or designee upon receipt of an 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 Joint Operating Committee had budgeted for the item, and the invoice is for the amount contracted.</p> <p>Should the invoice vary from the acknowledged purchase order, the Business Administrator or designee shall document on the invoice the reason for such variance.</p> <p>Should funds not be available in the account to which a proposed purchase will be charged, the Business Administrator or designee shall determine the overage and request the Joint Operating Committee make a legal transfer to cover it.</p>

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<p>SC 439</p> <p>SC 427, 433, 439</p> <p>SC 428</p> <p>4. Guidelines 65 P.S. 301 et seq</p> <p>School Code 427, 428, 433, 439, 607, 1155</p> <p>PA Statute 72 P.S. 7204 (12)</p> <p>PA Statute 65 P.S. 301 et seq</p>	<p>All claims for payment shall be submitted to the Joint Operating Committee and recorded in the minutes of the Joint Operating Committee meeting.</p> <p>The list of bills shall include for each:</p> <ol style="list-style-type: none"> 1. Vendor. 2. Amount of remittance. 3. Purchase order number. <p>Prior to the Joint Operating Committee's consideration of the bills for payment, each invoice shall be reviewed by the Business Administrator.</p> <p>Upon approval of an order, the Treasurer 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 shall be signed by the Chairperson, Joint Operating Committee Secretary and Treasurer.</p> <p>The Vice-Chairperson may sign for the Chairperson.</p> <p>Signatures of the Chairperson, Vice-Chairperson, Treasurer and Joint Operating Committee Secretary may be engraved on a signature plate or stamp.</p> <p>No check shall be made out to cash.</p>
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