

PAYMENT FOR GOODS AND SERVICES

The Board of Trustees desires to have invoices paid on time in order that the District may take advantage of available discounts and avoid finance charges. The District shall not be responsible for unauthorized purchases.

(cf. 3300 - Expenditures/Expending Authority)

(cf. 3312 - Contracts)

(cf. 3314.2 - Revolving Funds)

(cf. 3400 - Management of District Assets/Accounts)

The Superintendent or designee may pay invoices in excess of previously approved purchase order amounts without further Board approval when the excess amount represents sales tax, transportation charges or charges made for the detention of a shipment during loading or unloading.

Legal Reference:

EDUCATION CODE

42630-42651 *General provisions - 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

5500 *Definitions (facsimile signatures)*

5501 *Filing and certification of manual signature*

5503 *Unlawful use of facsimile signatures or seals*

PUBLIC CONTRACT CODE

7107 *Retention proceeds; withholding; disbursement*

20104.50 *Construction progress payments*

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Payments Related to Construction

The Superintendent or designee shall ensure that requests for progress payments related to construction contracts are processed and paid within 30 days. Any improper request shall be returned to the contractor within seven days, together with a written statement of why the request is not proper. (Public Contract Code 20104.50)

Retention proceeds withheld by the District from payments to contractors for construction shall be released within 60 days after the construction or improvement is completed. In the event of a dispute between the District and the contractor, the District may withhold from the final payment an amount not to exceed 150% of the disputed amount. (Public Contract Code 7107)

Authorized Signatures

The Superintendent or designee may file his/her manual signature with the Secretary of State and may subsequently have a facsimile signature used when executing any instrument of payment. The facsimile signature also may be used to execute any public security, provided that at least one signature required or permitted to be placed on it shall be manually subscribed. (Government Code 5501)

Regulation
approved:

FORTUNA UNION HIGH SCHOOL DISTRICT
Fortuna, California