

PAYMENT FOR GOODS AND SERVICES

The Director of Purchasing and Warehouse Services may authorize payment only for those goods and services that have been approved or ratified by the Board at a regularly called meeting and which satisfy the following conditions.

1. Purchased for within budgetary limits.
2. Purchased according to relevant policies and regulations.
3. Certified as having been received in acceptable condition.

The Board authorizes the Director of Purchasing and Warehouse Services to pay in advance for certain materials if a decrease in cost is possible or if the material is unavailable to the district without advance payment.

The Director of Purchasing and Warehouse Services 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**CALIFORNIA EDUCATION CODE**

42630-42651	General provisions - orders, requisitions and warrants
42800-42806	Revolving cash fund
42810	Alternative revolving fund
42820	Prepayment funds

GOVERNMENT CODE

5500	Definitions (facsimile signatures)
5501	Filing and certification of manual signature; execution of public securities (requires at least one manual signature) and instruments of payment with facsimile signature
5503	Unlawful use of facsimile signatures or seals