

# San Dieguito Union High School District

## Payment for Goods and Services

BP 3314

### Business and Noninstructional Operations

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.

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.

The district shall not be responsible for unauthorized purchases.

#### State References

#### Description

2 CCR22000-22005	Digital signatures - <a href="https://simbli.eboardsolutions.com/SU/jjoxXkoplusnSsKsUaPslshQplusYg">https://simbli.eboardsolutions.com/SU/jjoxXkoplusnSsKsUaPslshQplusYg</a>
CCP. 685.010	Rate of interest - <a href="https://simbli.eboardsolutions.com/SU/ICui7yTZI55GsYXWV3f4Mg">https://simbli.eboardsolutions.com/SU/ICui7yTZI55GsYXWV3f4Mg</a>
Ed. Code 17605	Delegation of authority to purchase supplies and equipment
Ed. Code 42630-42651	Orders, requisitions and warrants
Ed. Code 42800-42806	Revolving cash fund
Ed. Code 42810	Revolving cash funds; use; administrators
Ed. Code 42820	Prepayment funds
Gov. Code 16.5	Digital signatures
Gov. Code 5500-5506	Uniform Facsimile Signatures of Public Officials Act
Gov. Code 8111.2	Definition of public entity
Pub. Cont. Code 20104.50	Timely progress payments
Pub. Cont. Code 7107	Retention proceeds; withholding; disbursement
Pub. Cont. Code 7201	Retention proceeds; limits and exceptions
Pub. Cont. Code 9203	Payment for projects costing over \$5000

#### Management Resource References

#### Description

Website	California Secretary of State, digital signatures - <a href="https://simbli.eboardsolutions.com/SU/rLQWpu9nOpaVis5clkoAOg">https://simbli.eboardsolutions.com/SU/rLQWpu9nOpaVis5clkoAOg</a>
Website	CSBA - <a href="https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg">https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg</a>
Website	Fiscal Crisis and Management Assistance Team - <a href="https://simbli.eboardsolutions.com/SU/1KDBnxplus9GCiDTyFvbLOOxQ">https://simbli.eboardsolutions.com/SU/1KDBnxplus9GCiDTyFvbLOOxQ</a>

**Board Readopted: April 20, 2022**