

## PAYMENT REQUEST GUIDELINES

This policy specifically deals with payments for which purchase orders have not been issued. These purchases should be limited to:

- a) Athletic officials
- b) Pre-approved, contractual payments (leases, service agreements, etc.)
- c) Personal expenses - reimbursements
- d) Intra-district travel expenses
- e) Discretionary travel expenses
- f) Pre-payments for conferences and seminar registration fees
- g) Vendor payments necessary to take advantage of purchase discounts
- h) Purchases which cannot be made via normal purchase order procedures
- i) P Card purchases that have a separate approval/requisition form to be completed.

In implementing site based decision making, the Board has developed guidelines which decentralizes the authority to make purchases while retaining adequate centralized control over individual purchases. Therefore, the following guidelines will govern the payment process.

1. Building Principals are responsible for the financial condition of their school's budget. The principals are charged with regulating, controlling, and balancing their school's budget.
2. All orders or purchases at the building level must be done with an authorized purchase order or purchasing card requisition (refer to policy 671 - Rule 1), with the exceptions listed above. Purchases at the building level must be authorized by the principal. The following procedure illustrates the accepted means of requesting payments for goods and services that fit in the above categories (purchase orders are not issued for).
  - a. The principal completes a "Request for Payment" form.
  - b. The principal performs a financial check on the request to make sure the available funds in the account are sufficient to cover the expenditure.
  - c.
    - 1) If the available funds are sufficient, the principal authorizes (signs) the request. In doing so, the principal acknowledges the educational need for the particular payment to be made and verifies that sufficient funds are available.
    - 2) If the available funds are not sufficient, the principal must complete a budget transfer (refer to policy 623) and send it to the business manager. The principal should process the request after the transfer has cleared and the money is available.
3. The business manager must review the voucher list and approve all expenditures prior to the payments being distributed. All budget transfers and invoices must be submitted to the business office for approval and processing.
4. All vouchers and the relevant transfers will go before the Board for approval.

**APPROVED:**     March 6, 1991  
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