

Brick Township Board of Education District Policy

Business & Non-Instructional Operations

Series 3000

Payment for Goods & Services

Policy 3326 [M]

Date Adopted: November 20, 2008

Date Revised:

Page 1 of 1

Date Reviewed:

The Board of Education will authorize payment for goods and services.

Before warrants signed by the Board President, Board Secretary/Business Administrator and may be issued in payment of bills or claims, the bill or claim must be properly audited and approved according to law.

In general, bills or claims shall be audited by the Business Administrator/Board Secretary and approved by the Board. However, in order to provide for the prompt payment to which vendors are entitled, and which leads to more effective competitive bidding and provision of services to the district, claims duly reviewed and recommended by the Business Administrator for items previously approved by the Board or provided for in the budget may be approved by the Superintendent of Schools. Such payments shall be reported to the Board at the next regular meeting.

Items not previously approved by the Board or provided for in the budget must be reviewed and recommended by the Business Administrator in conjunction with the Superintendent of Schools and presented for Board approval.

Purchase Orders

The district will carefully monitor payments for invoice amounts to insure that payment amounts do not exceed the amount approved on the purchase order.

Financial Systems to Avoid Over-Payments

Pursuant to NJAC, 6A:23A-6.10, the district will program its financial systems to avoid over-payments by limiting system access so that only appropriate staff may make purchase order adjustments, reject adjustments in excess of any established approved thresholds, prevent unauthorized changes to be processed, reject payments where the sum of the invoice amount plus any previous invoices charged to the purchase order exceeds the sum of the original purchase order, reject duplicate invoice numbers.

Legal References

- NJSA 18A:19-1 Expenditure of funds on warrant only; requisites
- 18A:19-2 Requirements for payment of claims; audit of claims in general
- 18A:19-3 Verification of claims
- 18A:19-4 Audit of claims, etc., by secretary; warrants for payment
- 18A:19-4.1 Account or demand; audit; approval
- 18A:19-9 Compensation of teachers, etc., payrolls
- 18A:22-8.1 Transfer of amounts among line items and program categories
- NJAC 6A:23-2.9 Petty cash funds
- 6A:23A-6.10 Financial system and payment approval process