

Business and Noninstructional Operations

**PAYMENT FOR GOODS AND SERVICES**

The Superintendent or designee may authorize payment only for those goods and services that have been approved or ratified by the Governing Board.

The Superintendent or designee may 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 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.

*(cf. 3314.2 - Revolving Funds)*

Legal Reference:

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