

## APPROVAL AND PAYMENT FOR GOODS AND SERVICES

The Board authorizes the issuance of warrants for payment of claims against the school district for goods and services. The Board will allow the payment after the goods and services have been received and accepted in compliance with Board policy.

The Board authorizes the Chief Financial Officer and the Board Secretary to pay specified expenses prior to actual Board approval of said expenses, but in accordance with Chapter 279.30 of the Code of Iowa. With the approval of the Board President or his/her designee, warrants may be issued when the Board is not in session for payments of freight, travel, postage, printing utilities, telephone, rent and other re-occurring operating expenses upon receipt and verification of proper documentation. Payment may also be made for salaries pursuant to the terms of the written contracts entered into by the Board. Upon receipt and verification of proper documentation, other payments may be made to comply with other policies of the Board or to prevent potential loss including discounts, if the payment is delayed. Other payments include authorized travel for employees, approved conference and registration fees, parent transportation, non-public parent transportation, services for outside contractors paid monthly, employee physicals, and other bills at the discretion of the Chief Financial Officer in compliance with Board Policy.

All bills for warrants issued prior to Board approval shall be presented to the Board for approval at its next regular meeting and shall be entered into the record by the Board Secretary.

Legal Ref: *Love v. City of Des Moines*, 210 Iowa 90, 230 N.W. 373 (1930).  
 Iowa Code §§ 279.8, .29, .30, .36; 291.12; 721.2(5) (2013).  
 281 I.A.C. 12.3(1).  
 1980 Op. Att'y Gen. 102, 160, 720.  
 1976 Op. Att'y Gen. 69.  
 1972 Op. Att'y Gen. 130, 180, 392, 456, 651.  
 1936 Op. Att'y Gen. 375.

Cross Ref.: 206.1 Appointed Board Officials  
 703.4 Purchasing  
 704.1 Purchasing Authority

Adopted: 9/14/92  
 7/12/93  
 1/10/94  
 1/25/99  
 10/9/06  
 11/8/10

Reviewed: 12/93, 12/98, 9/4/03, 9/14/06, 10/7/10, 3/7/19