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R 6470 PAYMENT OF CLAIMS

A. Receipt of Goods and Services

1. The ~~administrator~~ **staff member authorized to who** receives goods or services shall check them against the purchase order issued and determine whether the goods or services delivered meet the specifications and quantities set forth in the purchase order.
2. The **authorized staff member** ~~receiving administrator~~ will record his or her approval of the received goods or services on the receiving copy of the purchase order and return it to the Business office. A copy of the purchase order will be retained by the receiving **staff member** ~~administrator~~.
3. Any over supply, shortage, substitution, or other discrepancy must be reported immediately to the School Business Administrator/Board Secretary or designee.

B. Approval of Invoice

1. The School Business Administrator/Board Secretary or designee shall verify the vendor's invoice for the correct billing price and check the invoice for accurate extensions and omission of tax.
2. The School Business Administrator/Board Secretary or designee shall attach the vendor's invoice and **verification** voucher, if a **verification** voucher is necessary, to the copy of the purchase order received from the requisitioner certifying satisfactory completion **of the service or receipt of the goods**.
3. If the invoice price exceeds the purchase order price the invoice will be referred to the School Business Administrator/Board Secretary, who will only approve a payment amount in excess of the approved purchase order amount in accordance with the provisions of Policy 6470 and N.J.A.C. 6A:23A-6.10.
4. If extensions are incorrectly calculated, the invoice will be returned to the vendor for correction.
5. If tax has been charged, the invoice will be returned to the vendor for correction with a copy of the district's tax exemption certificate.



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6. If goods or services received were not satisfactory, the receiving ~~staff member~~ ~~officer~~ and the vendor will be consulted in order to reach a resolution satisfactory to all parties.
7. The ~~verified~~ **final** invoice, **verification** voucher (if necessary), verified receipt, and all accompanying papers will be forwarded to the School Business Administrator/Board Secretary or designee.

C. Issuance of Warrants

1. The School Business Administrator/Board Secretary or designee may prepare warrants for expenditures for which the Board has waived approval ~~and as which are listed in Policy No. 6470:~~
 - a. ~~Interest on bonds as it becomes due,~~
 - b. ~~Payments to redeem bonds as they become due,~~
 - c. ~~Progress payments to contractors in accordance with a contract approved by the Board,~~
 - d. ~~Warrants to cover payroll and approved agency account deposits, and~~
 - e. ~~Claims not exceeding \$_____ in amount.~~
2. **All claims paid** ~~Expenditures made~~ without prior Board approval **as permitted in Policy 6470 and N.J.S.A. 18A:19-4.1 et seq. shall** ~~must~~ be reported to the Board at its next meeting after the warrant is drawn.
3. All other demands for payment will be submitted to the **Board** ~~(Board, _____ Committee of the Board, or Board Committee Chairperson)~~ for approval.
4. In accordance with Policy No. 6470, claims must be submitted to the Board in the form of a list that includes the:
 - a. Number, amount, and date of the warrant,
 - b. Payee,



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- c. Reason for the expenditure, and
 - d. Account charged.
5. When the expenditure has been approved, the authorized Business office staff member will debit the correct account and credit the encumbrance.
 6. A warrant will be prepared for the payment of goods or services. The warrant number will be recorded on the file copy of the vendor's invoice.
 7. All warrants shall be signed by the Board President, the Board Secretary, **Superintendent of Schools**, and/or the Treasurer of School Moneys, **as appropriate to the district and in accordance with the requirements of applicable statutes and administrative codes.**

Optional

~~Choose one or more (For use only where checkwriter machine, signature stamps and/or computer system are approved for use)~~

~~[8. Each warrant may be run through a checkwriter machine for imprint, of the signatures of the Board President, Board Secretary, and the Treasurer of School Moneys. When not in use, the checkwriter machine will be kept secured under two separate locks, each requiring a different key. Keys to the checkwriter machine locks will be removed from the checkwriter machine when it is not in use and will be separately secured. One key will be under the control of the Board Secretary, and the other under the control of the Treasurer of School Moneys.~~

AND/OR

~~9. Each warrant may have signatures affixed by use of signature stamps of the Board President, Board Secretary and the Treasurer of School Moneys. When the stamps are not in use they will be kept secured under two separate locks, each requiring a different key. Keys will be secured separately. One key will be under the control of the Board Secretary and the other under the control of the Treasurer of School Moneys.~~



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AND/OR

~~Each warrant will have an imprint of the signatures of the Board President, Board Secretary and the Treasurer of School Moneys affixed by the computerized system when the warrants are printed.~~

~~The computer system used to prepare warrants and affix signatures shall have appropriate security software to assure that unauthorized individuals do not have access to the system.]~~

- 8. The Board of Education shall approve the authorized signatures to be required on warrants for each account. Warrants may be signed in one or more of the following manners:**
 - a. Warrants may be run through a checkwriter machine for imprint of the required signatures. A checkwriter machine will be kept in a secured location. The key(s) to the checkwriter machine will be removed from the checkwriter machine when it is not in use and stored in a secured location not with the checkwriter machine.**
 - b. Warrants may have the required signatures affixed by use of signature stamps. When the signature stamps are not in use they will be kept in a secured location.**
 - c. Warrants may have an imprint of the signatures affixed by the computerized system when the warrants are printed. The computer system used to prepare warrants and affix signatures shall have appropriate security software to assure that unauthorized individuals do not have access to the system.**

Adopted: 10 September 2012

