



Book	Policy Manual
Section	600 Finances
Title	Payment of Bills (new revision)
Code	616
Status	Second Reading
Adopted	August 8, 1985
Last Revised	February 13, 2025
Prior Revised Dates	02/09/23, 11/14/24

Purpose

It is the Board's intent to direct prompt payment of bills but at the same time to ensure that due care has been taken in the review of district bills.

Authority

Each bill or obligation of this district must be fully itemized, verified and approved by the Board before a check can be drawn for its payment, except that the Board Secretary is permitted to draw payment orders for: [\[1\]](#)[\[2\]](#)[\[3\]](#)

1. The prompt payment of items that will accrue to the district's advantage. [\[1\]](#)[\[4\]](#)
2. Progress payments to contractors specified in a contract approved by the Board.
3. Orders to cover approved payrolls and agency account deposits.
4. Utility bills in months the Board does not meet.
5. Expenses previously approved by the Board during the budget adoption process.

Delegation of Responsibility

It shall be the responsibility of the Business Manager or designee upon receipt of an invoice to verify that the purchase invoice is in order, goods were received in acceptable condition or services were satisfactorily rendered, funds are available to cover the payment, the Board had budgeted for the item, and invoice is for the amount contracted.

Should the invoice vary from the acknowledged purchase order, the Business Manager or designee shall document on the invoice the reason for such variance.

Should funds not be available in the account to which a proposed purchase will be charged, the Business Manager or designee shall determine the overage and request the Board make a legal transfer to cover it. [\[2\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)

All claims for payment shall be submitted to the Board and recorded in the minutes of the Board meeting.

The list of bills shall include for each:

1. Check number.
2. Check date.

3. Vendor.
4. Amount of remittance.
5. Reason for remittance.

Prior to the Board's consideration of the bills for payment, each invoice shall be reviewed by the Business Manager.

All checks approved by the Board shall be signed by the President, Board Secretary, and Treasurer.[\[1\]](#)[\[4\]](#)[\[8\]](#)

The Vice-President may sign for the President.[\[9\]](#)

Journal Entries – All manual journal entries will be reviewed not less than monthly, by the Business Manager. Entries will be reviewed for validity and accuracy and paper copies will be signed by the Business Manager and retained for audit use. Hard copies may be destroyed after the fiscal year's audit has been issued.

Guidelines

Signatures of the President, Treasurer and Board Secretary may be engraved on a signature plate or stamp.[\[10\]](#)

Sales Tax

The district is exempt from sales tax on the purchase of tangible, personal property or services that are sold or used by the district. The district shall control use of its sales tax exemption number issued by the Department of Revenue, in compliance with established regulations. The exemption number shall be used only when buying property or services for district use.[\[11\]](#)[\[12\]](#)

The district shall obtain a sales tax license number for school organizations who purchase items to be resold.[\[11\]](#)[\[13\]](#)[\[14\]](#)

In order to monitor these activities, the Business Manager shall develop procedures to assure coordination and accumulation of information and proper reporting and remittance to the Department of Revenue.

Legal

- [1. 24 P.S. 439](#)
- [2. 24 P.S. 607](#)
- [3. 24 P.S. 1155](#)
- [4. 24 P.S. 427](#)
- [5. 24 P.S. 609](#)
- [6. 24 P.S. 687](#)
7. Pol. 612
- [8. 24 P.S. 433](#)
- [9. 24 P.S. 428](#)
- [10. 65 P.S. 302](#)
- [11. 61 PA Code 32.23](#)
- [12. 72 P.S. 7204](#)
- [13. 72 P.S. 7208](#)
14. Pol. 618
- [24 P.S. 608](#)
- [24 P.S. 610](#)