

Policy 705.03: Payment for Goods and Services

Status: ADOPTED

Original Adopted Date: 11/01/1993 | **Last Revised Date:** 08/12/2025 | **Last Reviewed Date:** 08/12/2025

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

In accordance with the authority granted to the Board in Iowa Code Section 279.30, the Board may authorize that upon approval by the Superintendent or its designee, the Secretary of the Board may issue payments for reasonable and necessary District expenses when the Board is not in session and prior to Board approval of the payment, provided the expense claims are verified as valid by the Board Secretary prior to payment and each payment is made for the purpose stated and only to the person performing the service or presenting a verified bill. All bills for which payments are issued prior to audit and allowance by the Board must be acted upon by the Board at its next meeting and shall be entered in the regular minutes of the board secretary.

Claims for payment of freight, drayage, express, postage, printing, utilities, rents, security services, criminal background checks for employment, disposal of garbage, student contest registration fees and payment of salaries pursuant to the terms of a written contract may be paid by the board secretary prior to formal audit and approval by the Board. In addition, the secretary, upon approval of the board president may issue warrants for approved travel expenses, approved goods and services delivered C.O.D. and other verified bills filed with the secretary when the Board is not in session prior to payment of these claims and prior to audit and approval by the Board. The board secretary shall examine the claims and verify bills.

The secretary shall determine to the secretary's satisfaction that the claims presented to the Board are in order and are legitimate expenses of the District. It shall be the responsibility of the secretary to bring claims to the Board.

The board president and board secretary may sign warrants by use of a signature plate or rubber stamp. If the board president is unavailable to personally sign warrants, the vice president may sign warrants on behalf of the president.

It shall be the responsibility of the Superintendent to develop the administrative regulations regarding this policy.
