

PAYMENT FOR GOODS AND SERVICES

The Governing Board recognizes the importance of developing a system of internal control procedures in order to help fulfill its obligation to monitor and safeguard district resources. To facilitate warrant processing, the Superintendent or designee shall ensure that purchasing, receiving, and payment functions are kept separate. He/she shall also ensure that invoices are paid expeditiously so that the district may, to the extent possible, take advantage of available discounts and avoid finance charges.

The Superintendent or designee shall sign all warrants and shall ensure that warrants have appropriate documentary support verifying that all goods and services to be paid for have been delivered or rendered in accordance with the purchase agreement.

The Board shall approve all warrants at a regularly scheduled Board meeting.

The district shall not be responsible for unauthorized purchases.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

- 2 CCR 22000-22005
- CCP. 685.010
- Ed. Code 17605
- Ed. Code 42630-42651
- Ed. Code 42800-42806
- Ed. Code 42810
- Ed. Code 42820
- Gov. Code 16.5
- Gov. Code 5500-5506
- Gov. Code 8111.2
- Pub. Cont. Code 20104.50
- Pub. Cont. Code 7107
- Pub. Cont. Code 7201
- Pub. Cont. Code 9203

Description

- Digital signatures
- Rate of interest
- Delegation of authority to purchase supplies and equipment
- Orders, requisitions and warrants
- Revolving cash fund
- Revolving cash funds; use; administrators
- Prepayment funds
- Digital signatures
- Uniform Facsimile Signatures of Public Officials Act
- Definition of public entity
- Timely progress payments
- Retention proceeds; withholding; disbursement
- Retention proceeds; limits and exceptions
- Payment for projects costing over \$5000

Management Resources References

- Website
- Website
- Website

Description

- California Secretary of State, digital signatures
- CSBA
- Fiscal Crisis and Management Assistance Team

Cross References

- 3230
- 3300
- 3311
- 3312
- 3314.2
- 3400
- 3460
- 3470
- 9320-B

Description

- Federal Grant Funds
- Expenditures And Purchases
- Bids
- Contracts
- Revolving Funds
- Management of District Assets/Accounts
- Financial Reports And Accountability
- Debt Issuance And Management
- Meetings And Notices

PAYMENT FOR GOODS AND SERVICES (continued)

9324-B

Minutes And Recordings

PAYMENT FOR GOODS AND SERVICES

Payment for Construction Contracts

Payment on any contract for the creation, construction, alteration, repair, or improvement of any district property or facility or other public works project shall be made in accordance with the estimates, process, and/or schedule approved by the Governing Board.

Construction change orders are required to be approved by the Superintendent, Chief Business Officer, or designee.

As necessary, the Superintendent or designee may make progress payments as actual work is completed or materials are delivered. When a payment request is properly submitted by a contractor, any undisputed portion of the payment request shall be paid within 30 days. If the Superintendent or designee determines any payment request to be improper, he/she shall return the payment request to the contractor with a written statement of reasons why the request is not proper. (Public Contract Code 9203, 20104.50)

The district may withhold up to five percent of the proceeds due to the contractor until completion and acceptance of the project. (Public Contract Code 7201)

The proceeds to be withheld by the district may exceed five percent when the Board has made a finding, prior to the bid and during a properly noticed and regularly scheduled public meeting, that the project is substantially complex and requires a higher retention amount than five percent. In such cases, the Board's finding shall include a description of the specific project and why it is a unique project that is not regularly, customarily, or routinely performed by the district or licensed contractors. The bid documents shall include details explaining the basis for the finding and the actual amount to be withheld. (Public Contract Code 7201)

At any time after 50 percent of the work has been completed, the Board may release the withheld proceeds if it finds that satisfactory progress is being made. (Public Contract Code 9203)

Proceeds withheld by the district from payments to contractors for public works contracts shall be released within 60 days after the construction or improvement is completed. In the event of a dispute between the district and the contractor, the district may withhold from the final payment an amount not to exceed 150 percent of the disputed amount. (Public Contract Code 7107)

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2 CCR 22000-22005
CCP. 685.010

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Ed. Code 17605	Delegation of authority to purchase supplies and equipment
Ed. Code 42630-42651	Orders, requisitions and warrants
Ed. Code 42800-42806	Revolving cash fund
Ed. Code 42810	Revolving cash funds; use; administrators
Ed. Code 42820	Prepayment funds
Gov. Code 16.5	Digital signatures
Gov. Code 5500-5506	Uniform Facsimile Signatures of Public Officials Act
Gov. Code 8111.2	Definition of public entity
Pub. Cont. Code 20104.50	Timely progress payments
Pub. Cont. Code 7107	Retention proceeds; withholding; disbursement
Pub. Cont. Code 7201	Retention proceeds; limits and exceptions
Pub. Cont. Code 9203	Payment for projects costing over \$5000

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