Invoice Payment

GENERAL DESCRIPTION: This procedure applies to general payment for materials and equipment received and services performed. It ensures that only properly authorized purchases and services are made from CESD funds and payments for such purchases and services are made accurately and on a timely basis.

PRIMARY RESPONSIBILITY: Chief Financial Officer

REFERENCE OR AUTHORITY: Policy DK – Payment Procedures

PROCEDURAL STEPS:

1. All materials and equipment ordered through a purchase order will be processed according to Receiving Procedure FS-023.

2. All invoices for approved purchase orders shall be forwarded to CESD’s accounts payable clerk.

3. The accounts payable clerk will process invoices for payment according to terms of the invoices as follows:
   a. Purchases (materials and equipment) – payment will be processed without approval of the department director or designee unless:
      i. Quantity received is more than the purchase order
      ii. Price per item exceeds 5% of purchase order line item
      iii. There is any discrepancy or variance from the purchase order noted on the receiving document.
      iv. The department requests specific invoices for approval prior to payment
   b. Personal service contracts – payment will be processed only after approval from department director or designee gives approval on the invoice to verify completion of service.
   c. Other services (e.g., utilities, rents, leases, tuition agreements to child caring agencies, inter-district agreements for services).
      i. An agreement, if applicable, signed by the superintendent shall be forwarded to the Fiscal Services Department.
      ii. Payment will be processed without the approval of the department director or designee unless there is a price variance compared to the original purchase order.
      iii. Specific invoices may be requested by departments for approval prior to payment.
4. The accounts payable clerk will scan all invoices into CESD’s electronic storage system (“ImageNow”) and forward invoices requiring approval, as outlined above, to the director or designee. Invoices which are initially received with the appropriate approval located on the first page will be processed for payment as outlined above.

5. Through ImageNow, the accounts payable clerk will forward the payment summary to the CFO for approval.

6. The CFO or designee will generate checks or direct deposit for approved payments.

7. The CFO’s designee will process the positive pay function with CESD’s financial institution. The CFO will perform this function in the designee’s absence.

8. The CFO’s designee will reconcile CESD’s bank statements monthly and forward to the Chief Financial Officer for approval.