



3326

Receipt and Payment for Goods and Services *Policy 3326*

Original Adoption: 04/25/1967

Effective Date: 08/11/2014

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Review Dates: 08/08/2014

I. PURPOSE

The purpose of this policy is to establish the responsibility for receipt and payment of goods and services ordered by and for the District.

II. GENERAL STATEMENT OF POLICY

- A. The Superintendent shall designate a responsible department or person to supervise the payments for goods and services.
- B. Payment for goods and services shall be managed so as to improve the financial health and to maintain the fiduciary responsibilities of the District.

III. RESPONSIBILITY

- A. The Superintendent is authorized to promulgate regulations for the implementation of this policy.
- B. All employees are responsible for the implementation of this policy as meets the requirements of their positions. Willful failure to implement this policy may subject the employee to disciplinary actions up to and including termination.
- C. The District shall offer the training necessary to implement this policy.

Legal References:

Minn. Stat. § 123B.20 (Dealing in School Supplies)
Minn. Stat. § 123B.52 (Contracts)

Cross References:

MPS Policy 3300 (Purchasing Guides)
MPS Policy 3321 (Purchase Requisitions)
MPS Policy 3312 (Bidding Procedures)

MPS Regulation 3326 A (Authorizing Receipts and Payments)