



3326 A

Authorizing Receipts and Payments

Regulation 3326 A

Original Adoption: 04/25/1967

Revision Dates: 10/09/1973, 10/30/1990, 05/26/2009

Review Dates: 08/08/2014

Effective Date: 08/11/2014

I. PURPOSE

The purpose of this regulation is to establish the authority for payment for goods and services ordered by the District.

II. AUTHORITY FOR PAYMENT

- A. The Chief Financial Officer is designated to oversee the payment for goods and services and may delegate the responsibility for payment for goods and services.
- B. The Finance Department shall establish the validity, accuracy and completeness of each invoice for payment.
- C. Authorized purchasers are responsible for assuring that payment for goods and services is designated from the appropriate funding source.
- D. Authorized users of purchase cards under the purchasing card program are responsible for authorizing payment of charges made against the card. They are also responsible to assure that payment is made from the appropriate funding source.
- E. Payment shall be made for only those invoices with the requisite validity, accuracy and completeness.

III. TRAINING

- A. The Chief Financial Officer or designee shall assure that training is available to district employees on reconciliation and authorization for payment under the purchasing card program is offered.
- B. The Chief Financial Officer, or designee, shall assure that training is available to district employees regarding receiving goods and services.

Legal References:

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

Minn. Stat. §123B.52 (Contracts)

Cross References:

MPS Policy 3326 (Receipt and Payment for Goods and Services)