



Santa Ana Unified School District

BOARD POLICY NO: 3314

EFFECTIVE: 07/27/2021

SUBJECT: Payment for Goods and Services

CATEGORY: Business and Noninstructional Operations

RESPONSIBLE OFFICE(S): Business Services, Accounting

SCOPE:

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. (cf. 3300 - Expenditures and Purchases) (cf. 3312 - Contracts) (cf. 3314.2 - Revolving Funds) (cf. 3400 - Management of District Assets/Accounts) (cf. 9320 - Meetings and Notices)

POLICY:

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. (cf. 9320 – Meetings and Notices)

The District shall not be responsible for unauthorized purchases.

DESIRED OUTCOME:

Through this policy, the District shall ensure the proper internal control procedures are in place and ensure accountability regarding the expenditure of public funds and compliance with Federal and State requirements.

IMPLEMENTATION GUIDELINES AND ASSOCIATED DOCUMENTS:

District Policies and Procedures:

BP/AR 3300 - Expenditures and Purchases

BP/AR 3312 - Contracts

BP 3314.2 - Revolving Funds

BP/AR 3400 - Management of District Assets/Accounts

BB 9320 - Meetings and Notices

Legal Reference:

EDUCATION CODE

17605	Delegation of authority for purchases
42630-42651	Orders, requisitions and warrants
42800-42806	Revolving cash fund
42810	Alternative revolving fund
42820	Prepayment funds



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CODE OF CIVIL PROCEDURE

685.010 Rate of interest

GOVERNMENT CODE

16.5 Digital signatures

5500-5506 Uniform Facsimile Signatures of Public Officials Act

8111.2 Definition of public entity

PUBLIC CONTRACT CODE

7107 Retention proceeds; withholding; disbursement

7201 Retention proceeds; limits and exceptions

9203 Payment for projects costing over \$5000

20104.50 Timely progress payments

CODE OF REGULATIONS, TITLE 2

22000-22005 Digital signatures

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>

California Secretary of State, digital signatures: <http://www.sos.ca.gov/digsig/digsig.htm>

Fiscal Crisis Management & Assistance Team: <http://www.fcmat.org>

ADOPTION AND REVISION HISTORY:

(8-98) 7-21