

EXPENDITURES/EXPENDING AUTHORITY

Date of Adoption: November 21, 1974

It shall be the policy of this Board that:

1. All Bills presented to the Board of Education for payment must be supported by an authorized signature certifying that the goods or services have been received and that the character of the service, quantity and quality of items received, and prices are all in accordance with the authorization.
2. When purchase orders are issued and the items delivered, the person designated to receive the items, or his delegate, shall check each item or service ordered and complete in detail the receiving copy of the purchase order.
3. All receivings shall be counter-signed by the school principal.
4. All executed receiving forms for completed orders must be sent to the Superintendent's office no later than five working days following receipt of the order.
5. All commitments of Board funds must be confirmed by requisition to the Superintendent's office. All requests for such commitments must have prior approval of the Superintendent's office.
6. All requisitions, other than service requisitions, shall show correct price if known; otherwise an estimate is to be given for all direct purchases and the requisition form completed in all respects.

Scotch Plains-Fanwood Public Schools

Supersedes policy dated July 21, 1960.