

**MONTGOMERY
COUNTY
INTERMEDIATE
UNIT #23**

SECTION: FINANCES

TITLE: PAYMENT OF BILLS

ADOPTED: MAY 26, 2010

REVISED:

616. PAYMENT OF BILLS	
1. Purpose	It is the Board's intent to direct prompt payment of bills but at the same time to ensure that due care has been taken in the review of Intermediate Unit bills.
2. Authority SC 439, 607, 964, 1155	Each bill or obligation of the Intermediate Unit must be fully itemized, verified and approved by the Board.
3. Delegation of Responsibility	It shall be the responsibility of the Chief Financial Officer/Director of Management Services or designee upon receipt of an invoice to verify that the purchase invoice is in order, goods were received in acceptable condition or services were satisfactorily rendered, funds are available to cover the payment, the Board had budgeted for the item, and invoice is for the amount contracted.
SC 607, 687 Pol. 612	Should the invoice vary from the acknowledged purchase order, the Chief Financial Officer/Director of Management Services or designee shall document on the invoice the reason for such variance.
SC 427, 433, 439	Should the funds not be available in the account to which a proposed purchase will be charged, the Chief Financial Officer/Director of Management Services or designee shall determine the overage and request the Board make a legal transfer to cover it.
SC 428	All claims for payment shall be submitted to the Board on a list of bills for confirmation and approval and recorded in the minutes of the Board meeting.
4. Guidelines 65 P.S. Sec. 302	All checks approved by the Board shall be signed by the President, Board Secretary, and Treasurer.
	The Vice-President may sign for the President.
	Signatures of the President, Vice-President, Treasurer and Board Secretary may be engraved on a signature plate or stamp.
	No check shall be made out to cash.

<p>Title 61 Sec. 32.23 72 P.S. Sec. 7204</p>	<p><u>Sales Tax</u></p> <p>The Intermediate Unit is exempt from sales tax on the purchase of tangible, personal property or services that are sold or used by the Intermediate Unit. The Intermediate Unit shall control use of its sales tax exemption number issued by the Department of Revenue, in compliance with established regulations. The exemption number shall be used only when buying property or services for use by the Intermediate Unit.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 427, 428, 433, 439, 607, 687, 964, 1155</p> <p>Department of Revenue Regulations – 61 PA Code Sec. 32.23</p> <p>Uniform Facsimile Signature of Public Officials Act – 65 P.S. Sec. 302</p> <p>Exclusion From Tax – 72 P.S. Sec. 7204</p> <p>Board Policy – 612</p>
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