

LUZERNE

INTERMEDIATE

UNIT #18

SECTION: FINANCES

TITLE: PAYMENT OF BILLS

ADOPTED: NOVEMBER 20, 2002

REVISED: FEBRUARY 24, 2016

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, 1155	Each bill or obligation of this intermediate unit must be fully itemized, verified and approved by the Executive Director or Business Manager before a check can be drawn for its payment and the Executive Director is permitted to draw payment orders for bills in months the Board does not meet.
3. Delegation of Responsibility	It shall be the responsibility of the Business Manager 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. Should the invoice vary from the acknowledged purchase order, the Business Manager or designee shall document on the invoice the reason for such variance.
SC 607, 687	All Claims for payment shall be submitted to the Board and recorded in the minutes of the Board meeting. The list of bills shall include for each: <ol style="list-style-type: none">1. Check number2. Check date3. Vendor4. Amount of remittance5. Reason for remittance6. Account charged Prior to the Board’s consideration of the bills for payment, each invoice shall be reviewed by the Business Manager or designee.

<p>SC 427, 433, 439</p>	<p>All checks approved by the Board must be signed by two (2) of the following officers: President, Secretary or Treasurer.</p>
<p>SC 428</p>	<p>The Vice-President may sign for the President.</p>
<p>4. Guidelines 65 P.S. 301 et seq</p>	<p>Signatures of the President, Vice President, Treasurer and Board Secretary may be engraved on a signature plate or stamp.</p> <p>No check shall be made out to cash.</p> <p><u>Sales Tax</u></p>
<p>72 P.S. 7204 (12)</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 intermediate unit use.</p> <p>The intermediate unit shall obtain a sales tax license number for school organizations who purchase items to be resold.</p> <p>In order to monitor these activities, the Executive Director or designee shall develop procedures to assure coordination and accumulation of information and proper reporting and remittance to the Department of Revenue.</p>