



Huntington Beach Union High School District Board Policies and Administrative Regulations

BP 3314
Page 1 of 2

Business and Non-Instructional Operations

Payment for Goods and Services

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.

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.

The district shall not be responsible for unauthorized purchases.

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

CODE OF CIVIL PROCEDURE

685.010	Rate of interest
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GOVERNMENT CODE

16.5	Digital signatures
5500-5506	Uniform Facsimile Signatures of Public Officials Act
8111.2	Definition of public entity



Huntington Beach Union High School District Board Policies and Administrative Regulations

BP 3314
Page 2 of 2

Business and Non-Instructional Operations

Payment for Goods and Services (continued)

CALIFORNIA 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

15500	Food sales by student organizations
15501	Sales in high schools and junior high schools
15575-15578	Food and beverage requirements outside of the federal school meal programs

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>

Policy Adopted: 1-13-87

Revised: 11-19-19