

Category: 5000 BUSINESS	Policy Number: 5315
Policy Title: Check Issuance	Effective Date: November 20, 2013

Signatures

All checks issued on a school district account must be signed by two (2) authorized individuals designated by the board. By Idaho Code, checks of the district may be signed by the treasurer or assistant treasurer of the district and counter-signed by the chairman or vice-chairman of the board of trustees.

Disbursements

All disbursements must follow proper purchase order or expense account procedures and be documented by the original invoices, sales slips or register tapes. The bills shall be reviewed by appropriate administrative personnel and a recommendation shall be made to the board regarding payment. A final payment determination shall be made by the board. Checks or warrants for the approved bills will be drawn by the superintendent or designee. The board shall be provided monthly reports regarding the status of all funds.

Disbursements will be approved only when sufficient funds are on deposit and available. All payments must be made to a specific person, company, or organization. No checks will be made payable to "cash." District checks will not be pre-signed. All bills shall be accepted, certified for payment, and paid within sixty (60) calendar days or receipt of a bill, unless a contract specifies another payment arrangement.

District checks may be issued to students or employees to reimburse them for personal funds disbursed for school purposes provided that prior approval of the expenditure was received from the superintendent or designee, and proper supporting documentation is submitted.

Cancellation of Checks

- A check shall be canceled when:
1. It is outstanding for more than six (6) months; or
 2. It has been lost or stolen; or
 3. It has been returned by the payee for some reason.

In such an instance, the check shall be voided. If the check is replaced with a new check, a "stop payment" order shall be filed with the bank from which the check was drawn.

Advance Payments

Advance payments for goods and services may be authorized at the discretion of the superintendent. A written request for an advance stating the amount needed and the purpose of the advance must be submitted. When the activity is complete, the sponsor must submit the appropriate receipts and sales slips. Any unused funds will be returned immediately.

- Legal Reference: Idaho Code Section 33-506(1)
Idaho Code Section 33-701
- Reference: Policy 5300, "Financial Accounting"
Policy 5355, "Returned Check Policy"
Policy 5620, "Purchase Orders"
Procedure 5620p, "Purchase Orders"