

Payment for Goods and Services

The Board authorizes the issuance of warrants and ACH transfer of funds for payment of claims against the Agency for goods and services. The Board will allow the warrants after the goods and services have been received and accepted in compliance with the Board policy and the claims audited by the Board.

The Board of Directors authorizes exceptions as listed below to audit in advance of payments when the board of directors is not in session. The exceptions listed below shall be presented to the board for audit and approval at the next regularly scheduled meeting following payment.

1. The Agency shall make payment as necessary for the following:
 - A. Salary, wages, and other employee compensation as specified in Board Policy 803.3
 - B. Employee salary reductions, deductions, and fringe benefits pursuant to Board Policy 803.3
 - C. Reimbursements of necessary business travel expenses in accordance with Board Policy 603.4 and the Agency's travel rules and regulations.
 - D. The Agency's freight, drayage, express, postage, utilities, rents and lease contracts.
 - E. Refunds to individuals or agencies for return of payment previously made.
 - F. Invoices that carry a penalty if not paid prior to the next session of the board of directors.
 - G. Refunds for staff development fees paid according to the registration refund policy.
 - H. Credit Card and ACH payments

2. The Agency may make payment of the following types of claims only after receiving the specific approval of the President of the Board.
 - A. Expenses on behalf of a Board member pursuant to Agency business, such as registration or travel expenses.
 - B. Other payments of an extraordinary nature when waiting for the Board to be in session would create an undue hardship.

The Board Secretary will determine to his/her satisfaction that the claims presented to the Board are in order and are legitimate expenses of the Agency. It is the responsibility of the Board Secretary to bring claims to the Board.

Warrants may be signed by use of a signature plate or rubber stamp.

Legal References:

Iowa Code 279.8, .29, .30, .36; 291.12; 721.2(5) (2003)

Adopted: 03-13-03

Amended: 06-02-03

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