

PAYMENT FOR GOODS AND SERVICES

Payment of Invoices

1. All invoices and statements shall be directed to the Finance Department.
2. Upon receipt of invoice, the accounts payable clerk shall verify the following:
 - a. Vendor's name and address
 - b. District's assigned purchase order number
 - c. Quantities, item descriptions, and unit price
 - d. Items placed on back order
3. Invoices failing to meet the criteria outlined above will not be processed for payment and will be returned to the vendor with a letter indicating the discrepancies.
4. Invoices for payment will be sorted alphabetically by vendor and matched with applicable purchase order(s) and the authorized Warehouse copy to ensure that materials have been received.
5. When an invoice is received and is matched with the purchase order and no proof that all goods and services to be paid for have been delivered or rendered in accordance with the purchase agreement, the accounts payable clerk shall contact the appropriate buyer to determine the reason for non-receipt of the Warehouse copy.
6. When the purchase order and Warehouse receiving documentation have been received and the invoice has not been received, the accounts payable clerk shall contact the vendor and request an invoice.
7. When the vendor's invoice, the purchase order, and Warehouse copy of the purchase order have been received, the accounts payable clerk shall:
 - a. Verify the name of the individual who received the goods and/or services to be paid, and the date received
 - b. Check the prices and price extension computations
 - c. Verify that the quantities ordered are the same as those received
 - d. Mark the invoice to take advantage of any applicable cash discounts available
8. Upon completion of the audit of accounts payable documentation, all appropriate information is input into the financial accounting system for the production of the vendor's warrant.

PAYMENT FOR GOODS AND SERVICES (continued)

9. Warrants shall be verified with the payment documentation and mailed to the vendor as soon as possible.

Payment for Construction Contracts

Payment on any contract for the creation, construction, alteration, repair, or improvement of any district property or facility or other public works project shall be made in accordance with the estimates, process, and/or schedule approved by the Governing Board.

As necessary, the Superintendent or designee may make progress payments as actual work is completed or materials are delivered. When a payment request is properly submitted by a contractor, any undisputed portion of the payment request shall be paid within 30 days. If the Superintendent or designee determines any payment request to be improper, he/she shall return the payment request to the contractor with a written statement of reasons why the request is not proper. (Public Contract Code 9203, 20104.50)

(cf. 3312 - Contracts)

The district may withhold up to five percent of the proceeds due to the contractor until completion and acceptance of the project. (Public Contract Code 7201)

The proceeds to be withheld by the district may exceed five percent when the Board has made a finding, prior to the bid and during a properly noticed and regularly scheduled meeting, that the project is substantially complex and requires a higher retention amount than five percent. In such cases, the Board's finding and the actual amount to be withheld shall be included in the bid documents. (Public Contract Code 7201)

(cf. 3311 - Bids)

(cf. 9320 - Meetings and Notices)

(cf. 9324 - Minutes and Recordings)

At any time after 50 percent of the work has been completed, the Board may release the withheld proceeds if it finds that satisfactory progress is being made. (Public Contract Code 9203)

Proceeds withheld by the district from payments to contractors for public works contracts shall be released within 60 days after the construction or improvement is completed. In the event of a dispute between the district and the contractor, the district may withhold from the final payment an amount not to exceed 150 percent of the disputed amount. (Public Contract Code 7107)