

PAYMENT OF CLAIMS

Reference: MCL 380.1274

The Board of Directors directs the prompt payment of legitimate claims by suppliers of goods and services to the School District.

Each bill or obligation of this Board must be itemized fully, and verified before a warrant can be drawn for its payment.

When an invoice is received, the administrative assistant who issued the corresponding purchase order shall verify that the invoice is consistent with the authorizing purchase order; that acceptable goods were received or satisfactory services rendered, that the expenditure is included in the Board's budget and funds are available for its payment; and that the amount of the invoice is correct. NSA Administrative Assistant shall initial the invoice to indicate approval; and submit to the North Star Academy accountant, with the invoice attached to the P.O.

The NSA accountant reviews all invoices; completes budget comparisons; initials for approval; indicates date for payment on each invoice; and submits all documentation to MARESA Accounts Payable Clerk (A/P) at least bi-weekly for processing.

MARESA A/P Clerk enters A/P data into NSA accounting system; prepares a list of A/P's at week end; e-mails list to NSA accountant and requests approval prior to printing and mailing checks. NSA accountant reviews list; verifies cash availability and indicates if/when accounts payable should be printed and mailed.

The NSA CEO/Superintendent may issue office-written checks to meet immediate needs, i.e. personnel insurance premiums, purchase gas for rented vehicles, small miscellaneous supplies. Checks are written with a duplicate copy. Check copies and coded, corresponding documentation of the office-written checks are submitted to MARESA at least bi-weekly, at which point the MARESA A/P Clerk enters them into NSA's accounting system.

Prior to each month's regular Board meeting the NSA accountant prints a list of all A/P checks written during the prior month and submits the listing that includes the vendor name; the number and amount of the check and the description of the item, to the Board members for their review with the regular monthly Board meeting packet. A/P approval is a regular monthly Board agenda action item. NSA Board members make any inquiries at that time prior to officially approving the payments through Board action.

03/25/2015