

PROCEDURE WSD309

WINOOSKI SCHOOL DISTRICT

RECEIVING GOODS AND PAYMENT OF BILLS

1. All goods delivered to the district shall be properly signed for by appropriate personnel (normally office or facility staff). If there is any evidence of damage, such evidence shall be noted on the shipping receipt of the carrier.
2. The individual who “unpacks” a shipment must review the packing slip and cross-reference the actual contents. The packing slips shall be turned into the designated staff member in each office. The order is then received in the accounting system, with quantities, differences in items and damage being carefully noted during this process. The packing slip must be scanned in and attached to the open PO.
3. As invoices are received, they need to be scanned in the accounting system and delivered to the central office (A/P - A/R clerk).
4. Every invoice paid must be matched to a properly checked, signed and dated receiving copy of the purchase order, as well as, the “packing slip” when one is for payment, said invoice shall be approved by the appropriate administrator.
5. The Board of School Trustees will authorize payment of warrants as follows:
 - a) At the regular board meeting each month.
 - b) Each week, after review and signature of at least one school board member, whom the Board and School Trustees has duly authorized.
 - c) As necessary, in emergency situations, or in order to take advantage of specific discounts, or to avoid penalties, after review and signature of at least one school board member, who has been duly authorized by the Board of School Trustees.
6. At each regular monthly meeting of the Board of School Trustees, the Central Office will present to the Board, all payments, with warrants processed since the last regular board meeting, and processed under 5b and 5c above. Each board member will have the opportunity to review all payments made during the previous month. Each by at least three board members.

Reviewed and Updated: September 30, 2015