

CLARK COUNTY SCHOOL DISTRICT REGULATION

3330

PAYMENT AUTHORITY

- I. NRS 387.310 provides that the Board of Trustees may prescribe procedures by which orders must be approved and cumulative vouchers signed for the payment of the District's obligations. In order to insure that District obligations are paid in a timely manner, the following procedures shall be followed.
 - A. Approval of the Board of School Trustees is required before payments are transmitted except that expedited payments are permitted when required for one of the following reasons:
 1. To obtain a discount or other savings related to timeliness of payment.
 2. To avoid a service charge or other cost which is related to the timeliness of payment.
 3. To execute payments which have already been authorized by the Board in the form of purchase orders, contracts, or other commitments for goods or services as part of regular Board agenda items, or to execute payments for small direct purchases as permitted under District regulation.
 - B. For any payments made including those made under Subsection A above, the list of checks payable constituting the cumulative voucher sheet must be signed by the President and Clerk of the Board or, if the President or Clerk is not available, up to two other alternate Board members designated by the President of the Board. Payments on the list will be included in the Bills Payable Transmittal and presented for Board ratification at the earliest regularly scheduled Board meeting.

Legal Reference: NRS Chapter 387 Financial Support of School System
Review Responsibility: Business and Finance Services
Adopted: [3322:5/8/97]
Pol Gov. Review: 3330:6/28/01

- C. In order to expedite the documentation and payment of District obligations, the use of electronic media and payment systems may be employed.

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