

BOARD POLICY

WESTERN IOWA TECH COMMUNITY COLLEGE

Series Number 704.5

Title Expenditures

Approval and Payment for Goods and Services

The Board shall audit and allow all just claims against the College, and an order shall not be drawn upon the treasury until the claim has been audited and allowed.

The Secretary is authorized to issue warrants prior to the audit and allowance by the Board upon a just claim for payment of salaries pursuant to the terms of a written contract and to issue payments upon the receipt of verification filed with the Secretary for all other general fund and plant fund expenses within limits established by resolution of the board; expenses involving auxiliary, agency, and scholarship and loan accounts; and refunds to students for tuition and fees.

The Secretary shall either deliver in person or mail the payments to the payees. A payment shall be made payable only to the person or entity performing the service or furnishing the supplies for which the payment is issued.

Payments issued prior to audit and allowance by the Board shall be allowed by the Board at the first meeting held after the issuance and shall be entered in the minutes of the meeting.

The Board President and Secretary may sign warrants by use of a signature plate.

Date of adoption 1/21/85

Legal Reference: (Code of Iowa)

Date of Last Revision 11/16/87

260C.42; 291.12; 721.2(5)

Date of Current Revision 12/11/95

Related Administrative Procedures and Cross References _____

