

## **42. Payment of Bills.**

By approving the fiscal year District Budget, the Board of Directors approves the categories and types of goods and services (including public works) that will be utilized by the District for that fiscal year. The actual purchase of those goods and services will comply with the District Procurement Policy approved by the Board of Directors. Procurements exceeding \$25,000 require the prior approval of the Board of Directors and staff is prohibited from piecemealing a procurement to avoid the \$25,000 Board-approval requirement.

Upon receipt of an invoice for any goods or services, the District staff shall process the invoice for payment in accordance with Board of Directors approved District Procedure for the Payment of Bills. The Board of Directors hereby delegates to the General Manager, the Deputy General Manager/District Engineer, and the Director of Administrative Services the authority to approve and sign all checks or warrants for payment, except that all checks and warrants over \$25,000 must also be co-signed by a member of the Board of Directors.

The Director of Administrative Services shall submit to the Board of Directors the register of checks issued by the District for each calendar month. Each monthly check register shall be submitted within sixty days after the end of the month in which the checks were issued. The Board of Directors shall review, receive, and file each monthly check register. In submitting each monthly check register, the Director of Administrative Services shall certify that each check issued was issued in accordance with this Section 42 and the District's Check Signing Policy.

[End of draft Section 42]