**Business and Noninstructional Operations** BP 3314

**PAYMENT FOR GOODS AND SERVICES**

The Governing Board desires to have invoices paid on time in order that College and Career Advantage (CCA) Regional Occupational Program may take advantage of available discounts and avoid finance charges. CCA shall not be responsible for unauthorized purchases.

*(cf. 3300 - Expenditures/Expending Authority)*

*(cf. 3312 - Contracts)*

*(cf. 3314.2 - Revolving Funds)*

*(cf. 3400 - Management of District Assets/Accounts)*

The Executive Director may pay invoices in excess of previously approved purchase order amounts without further Board approval when the excess amount represents sales tax, transportation charges or charges made for the detention of a shipment during loading or unloading.

*Legal Reference:*

*EDUCATION CODE*

*42630-42651 General provisions - orders, requisitions and warrants*

*42800-42806 Revolving cash fund*

*42810 Alternative revolving fund*

*42820 Prepayment funds*

*CODE OF CIVIL PROCEDURE*

*685.010 Rate of interest*

*GOVERNMENT CODE*

*5500 Definitions (facsimile signatures)*

*5501 Filing and certification of manual signature*

*5503 Unlawful use of facsimile signatures or seals*

*PUBLIC CONTRACT CODE*

*7107 Retention proceeds; withholding; disbursement*

*20104.50 Construction progress payments*

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| Policy  Adopted: October 25, 2007  Revised: December 18, 2023 | **COLLEGE AND CAREER ADVANTAGE**  San Juan Capistrano, California |