



**Chico Unified School District**  
1163 East Seventh Street, Chico, CA 95928-5999  
(530) 891-3000

Board Policy: #3314

Section: 3000

Business and  
Noninstructional  
Operations  
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## PAYMENT FOR GOODS AND SERVICES

The Board of Education desires to have invoices paid on time in order that the district may take advantage of available discounts and avoid finance charges. The district 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 Superintendent or designee 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