



**SCHOOL DISTRICT OF OKALOOSA COUNTY
TECHNICAL ASSISTANCE MEMORANDUM
FINANCE**

FINANCE TAM: 2001-007
CONTACT: Debbie Hurst
Program Director
Accounting
TELEPHONE: 833-7688

TO: Principals/Department Supervisors
FROM: Patricia Wascom, Chief Financial Officer
DATE: April 16, 2001
SUBJECT: Request for Invoice to be paid as a Board Bill

Patricia Wascom

All purchases should be made using the purchase order system that is currently in place or the VISA purchasing card. If neither the purchase order system nor the VISA card is used for purchases, payment for the purchase must be made on a Board Bill.

As soon as the request for payment to be made on a Board Bill is received in Accounts Payable, Margaret Despaux will prepare the request for the next Board Agenda Meeting and Mrs. Wascom will then place the item on the Board Agenda. The information that will be furnished to the Board will be as follows: date of the invoice, vendor name, description of items/services purchased, the amount of the invoice, the funding cost center, and a description of why the item is a Board Bill.

Effective immediately, when a request for an invoice to be paid as a Board Bill is sent to Accounts Payable, the invoice **will not be paid until after the Board has reviewed and approved the invoice for payment.**

Once the Board has reviewed and approved each request, a check will be cut and sent to the vendor.

- C Board Members
Superintendent
Asst. Superintendents
Quality Assurance
Chief Human Resource Officer
Chief Information Officer
Community Affairs