

PURCHASING AND ACQUISITION  
PAYMENT PROCEDURES

CHF  
(REGULATION)

ACCOUNTS

Accounts payable checks will normally be issued each Tuesday.

Requisitions requiring the issuance of a check must be submitted to the District's business office for processing before Tuesday each week.

PAYMENT  
PROCEDURES

District payment procedures are as follows:

1. Payment is made by proper invoice only.
2. Vendors will be paid for goods purchased by the District after the accounts payable office has on file a copy of the invoice and a receiving report on the items purchased.
3. Payment for the purchase must be approved by the Superintendent or designee when receipt of shipment is submitted.
4. Records of all purchases, expenditures, and receipts will be kept in accordance with the TEA *Financial Accountability System Resource Guide*, public law, and the recommendations of the independent auditor.