

**North Orange County Regional Occupational Program
PAYMENT FOR GOODS AND SERVICES
ROP AR 3314**

AR 3314

Administration Regulation

Business Operations

Payment for Purchase Orders

Payments on purchase orders are processed after goods are received or services are rendered. The authorized signer signs the invoice verifying receipt of goods or services and authorizing the payment.

Payment for Construction Contracts

Payment on any contract for the creation, construction, alteration, repair, or improvement of any ROP property or facility or other public works project shall be made in accordance with the estimates, process, and/or schedule approved by the Governing Board.

As necessary, the Superintendent or designee may make progress payments as actual work is completed or materials are delivered. When a payment request is properly submitted by a contractor, any undisputed portion of the payment request shall be paid within 30 days. If the Superintendent or designee determines any payment request to be improper, the Superintendent or designee shall return the payment request to the contractor with a written statement of reasons why the request is not proper.

The ROP may withhold up to five percent of the proceeds due to the contractor until completion and acceptance of the project.

The proceeds to be withheld by the ROP may exceed five percent when the Board has made a finding, prior to the bid and during a properly noticed and regularly scheduled public meeting, that the project is substantially complex and requires a higher retention amount than five percent. In such cases, the Board's finding shall include a description of the specific project and why it is a unique project that is not regularly, customarily or routinely performed by the ROP or licensed contractors. The bid documents shall include details explaining the basis for the finding and the actual amount to be withheld.