

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

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## **Policy**

### **Business Operations**

The Governing Board recognizes the importance of developing a system of internal control procedures in order to help fulfill its obligation to monitor and safeguard ROP resources. To facilitate warrant processing, the Superintendent or designee shall ensure that purchasing, receiving, and payment functions are kept separate. They shall also ensure that invoices are paid expeditiously so that the ROP may, to the extent possible, take advantage of available discounts and avoid finance charges.

The Superintendent or designee shall sign all warrants and shall ensure that warrants have appropriate documentary support verifying that all goods and services to be paid for have been delivered or rendered in accordance with the purchase agreement.

The Board shall approve all warrants at a regularly scheduled Board meeting.

The ROP shall not be responsible for unauthorized purchases.