

## PAYMENT PROCEDURES

Purchase orders shall indicate the address for delivery. All goods received must be accepted by an authorized District employee who shall certify that the goods were received in good condition before payment can be approved.

### Payment for Goods and Services

No payment for goods and services shall be made unless both an itemized invoice showing name of the person or firm to whom payment is due is present, and a receiving document is on file bearing the signature of an authorized school employee. The invoice must have been issued in response to an approved purchase order.

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LEGAL REFS.: ORC 3313.18  
3315.08  
5705.41; 5705.412