

ADMINISTRATIVE REGULATION

No. 614 (a)

**Board of Trustees
Douglas County School District**

FINANCES

SUBMITTAL OF INVOICE FOR PAYMENT

It shall be the responsibility of the submitting administrator or department supervisor to verify that each vendor's invoice is acceptable. The responsible party shall ensure that each good or service is fully itemized on an original invoice, that the goods were received in acceptable condition or that services were satisfactorily rendered, that the items have had appropriately allocated budget and that budget is available to cover the invoice payment, and that the invoice is for the amount contracted. If acceptable, the responsible party shall sign invoice indicating authorization to pay. If not acceptable, the responsible party shall cause vendor to reissue a corrected invoice for payment.

All verified invoices authorized for payment will be submitted by the responsible party to accounts payable in business services by no later than the 25th of each month.

[See Policy related to this Administrative Regulation](#)
[See Regulations related to this Administrative Regulation](#)
[See Policy Related - 606BP - Purchasing Objectives](#)

Date Adopted: 03/31/2014
Revised: