

**CLASSIFICATION: Business and Noninstructional  
Operations**

**ADOPTED: 9/13/95**

**REVISED:**

**SUBJECT: Payment for Goods and Services**

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An accounts payable system will be maintained to facilitate timely payment for all goods and services received by the San Diego County Office of Education from contractors, vendors, and other agencies. Internal Business Services Section/Accounts Payable shall coordinate, schedule, and process monies owed pursuant to purchase orders, contracts, agreements, and assessments to contractors, vendors, school district and other agencies.

Internal Business Services Section/Accounts Payable shall:

1. Ensure prompt processing of invoices and contracts to agencies, contractors, or vendors providing goods and/or services.
2. Examine invoice for satisfactory compliance with terms and conditions of purchase orders, contracts, or agreements for goods and/or services received.
3. Resolve discrepancies prior to full or partial payment being authorized.
4. Retain copies of open invoices until receipt of necessary information to process complete payment.
5. Schedule warrant preparation for payments to vendors.
6. Charge expenditures against the proper account classification.