

SAN DIEGO COUNTY OFFICE OF EDUCATION

**ADMINISTRATIVE
REGULATION NO. 3314**

**CLASSIFICATION: Business and Noninstructional
Operations**

ADOPTED: 9/13/95

REVISED:

SUBJECT: Advance Payments

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The San Diego County Office of Education generally processes payment only upon receipt of the materials or services. Advance payments are permitted for the following: utilities, postage stamps, admission tickets, permits and services provided by other governmental agencies, subscriptions to, or purchase or rentals of newspapers, magazines, periodicals, single copies of books, films, filmstrips, recordings and other publications, payments on leases of real property, and for the maintenance of equipment under an agreement not exceeding one (1) year.

Advance payment for other item(s) which cannot be purchased without payment in advance or when such action will result in a decrease in cost to the San Diego County Office of Education, may be permitted with written approval from the requestor's division assistant superintendent.