

KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT BOARD OF EDUCATION
AGENDA STATEMENT

No. 10d

MEETING OF January 24, 2024

ITEM TITLE:

PUBLIC HEARING - POLICY

REVIEWED BY:

Motion to approve revisions to BP 3314,
Payment for Goods and Services, in second
reading

Policy Committee
 Finance

SUBMITTED BY: Daniel Schuler, Business Manager, 907 247 2116

APPROVED FOR SUBMITTAL: Michael Robbins, Superintendent

SUMMARY STATEMENT:

Administration is proposing approval of revisions to Board Policy 3314.

ISSUE/BACKGROUND:

The changes proposed are small language changes (ie: adding "**his or her**" before designee). Changes were approved in a first reading at the School Board meeting of January 10, 2024

ATTACHMENTS:

- BP 3314 (with revisions)

RECOMMENDED ACTION:

"I move that the Board of Education **approve revisions to Board Policy 3314, Payment for Goods and Services, in second reading.**"

PAYMENT FOR GOODS AND SERVICES

The Superintendent or **his or her** designee may authorize payment for goods **or services** upon presentation of an invoice or similar request for payment. The Superintendent or **his or her** designee shall inform the School Board in writing, at least monthly, of all payments made.

If a payment is to a board member, or a business owned by a board member or his or her immediate family, then only the School Board is authorized to approve payment.

The Superintendent or **his or her** designee may make advance payment if a decrease in cost is possible or if the **goods or services** material is **are** unavailable to the district without advance payment.