



NYAPT

NEW YORK ASSOCIATION FOR PUPIL TRANSPORTATION

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RESOLUTION: 2003-002 - F
SUBJECT: Procedures for Payment of Bills
DATE ADOPTED: December 6, 2003
AMENDED: 09/25/04; 10/18/05; 12/03/05; 12/4/2010
REVIEWED DATE: 12-4-2010

Procedures for Payment of Bills

The first step in any procedure for paying bills is to define the fact that bills will be received for services or goods rendered or delivered in accordance with our purchasing procedures. Bills will also be paid in conformance with the approved annual NYAPT Budget.

When a bill is received at the NYAPT office, staff will review it for accuracy and shall present it to the Treasurer, who shall approve it for payment or hold it for further review. The steps to be followed are as follows:

- > the NYAPT office shall provide the Treasurer for each payment to be made the following:
 - ✓ a claim summary to be prepared regarding each payment in advance of purchase
 - ✓ a copy of the related invoices for which payment is being made
 - ✓ the check to be signed
 - ✓ any other justification or background materials available
 - ✓ information as to availability of funding in the account code requested.
- > the Treasurer shall review the invoice and materials presented for payment to determine that it is consistent with any contract or arrangement for services and that there is sufficient funding in the budget and the NYAPT account to honor the payment;
- > the Treasurer shall further review the check to ensure that it is payable to the proper payee, is prepared properly and is prepared for the proper and accurate amount;
- > the check shall be signed by the Treasurer of the Association, and, in such instances where such check is payable in an amount that exceeds \$250.00, shall be signed by a second signator as authorized by action of the Board of Directors. The Treasurer, with written concurrence from the President, may permit the Executive Director to execute checks for the Association in amounts not to exceed \$250.00 in emergency situations.

- > *(added 09/25/04)(revised 12-4-2010)* in the case of Board approved operating expenses such as those listed below, the Executive Director and the Treasurer shall sign the checks for payment. In such cases, all other provisions of this policy will be followed:
- Monthly lease payment for headquarters - \$850.00
 - Time-Warner(Road Runner/)Cable bill
 - Liability Insurance premium
 - Verizon Cell Phone bill (up to \$100.00)
 - Verizon Telephone bill (up to \$150.00)
 - Photocopier lease bill
 - Niagara Mohawk Power Corp. (up to \$150.00)
 - JMS Security
 - all such payments shall be retained at the NYAPT office and will be retained pending completion of an annual audit after which time they may be disposed of in accordance with generally accepted principles.