

Resolution 2011-12: 23
Pay Requisition Approval Procedures

By Board Member Brian Roulin

WHEREAS, the Rochester School Facilities Modernization Program Act (“the Act”) established the Rochester Joint Schools Construction Board (“RJSCB”), a seven voting member board consisting of equal representation by the City of Rochester (“City”) and the Rochester City School District (“District”), as well as a member jointly selected by the City and the District; and

WHEREAS, under the Act, the RJSCB has certain enumerated powers to act as agent for the District, the City, or both; and

WHEREAS, the RJSCB wishes to establish policies and procedures by which the leadership and staff of the RJSCB will provide reasonable assurance that the internal controls for the payment of requisitions due by the RJSCB are effective and efficient; and

WHEREAS, consistent with these wishes, the RJSCB has drafted a proposed Pay Requisition Approval Procedures, a copy of which is attached to this resolution, and has discussed and approved these procedures at its MWBE and Services Procurement Committee meeting on September 8, 2011 (the “Payment Procedures”); and

WHEREAS, the Payment Procedures shall assist the RJSCB in preventing fraud, detecting errors, ensuring timely and accurate payment to its contractors, vendors, suppliers, and consultants, and instituting a segregation of duties and/or proper compensating internal controls;

THEREFORE, BE IT RESOLVED:

1. That the RJSCB hereby approves and adopts in all respects the Payment Procedures; and
2. That all actions taken by the RJSCB, the Chairman of the RJSCB and the Executive Director of the RJSCB pursuant to and in accordance with the Payment Procedures are hereby authorized and approved in all respects.

Second by Board Member Richard Pifer

Approved 4-0 with Members Brown and Castro away