

# ROCHESTER JOINT SCHOOLS CONSTRUCTION BOARD

## PAY REQUISITION APPROVAL PROCEDURES

*(Revised January 11, 2017)*

### PURPOSE

The Rochester Joint Schools Construction Board (the “Board” or “RJSCB”) was created by New York State legislation to implement a Facilities Modernization Program (“FMP”). Specifically, Chapter 416 of the 2007 Laws of the State of New York addressed the formation of the Board and authorized Phase I of the FMP (the “Phase I Act”). On December 17, 2014, Chapter 533 of the Laws of 2014 of the State of New York (the “Phase II Act” and together with the Phase I Act, the “Enabling Legislation”) was signed into law authorizing Phase II of the FMP. In fulfilling its duties, the Board acts as an agent of the City of Rochester and the Rochester City School District (the “RCSD”).

The Board has established this Pay Requisition Approval Procedure (the “Policy”) in order to detail the operative policy and instructions regarding the process by which invoices, pay applications and other pay requisitions (each, a “Pay Requisition”) submitted by all of the Board’s contractors, vendors, suppliers, and consultants (each, a “Vendor”) can be paid.

### ARTICLE 1

This Policy includes procedures for paying RJSCB operational expenses and for project expenses paid through BAN proceeds (The Standard Pay Requisition Approval Procedure), and for project expenses paid through Bond proceeds (Pay Requisition Approval Procedure for the Trustee)

#### The Processes

##### **1. Standard Pay Requisition Approval Procedure**

- a. The Program Manager shall review all Pay Requisitions to confirm accuracy, completeness and compliance with the terms of the Vendor’s contract. Notwithstanding the foregoing, Vendor contracts covered by the Board’s Operating Budget (e.g., attorneys, accountants, etc.) shall go directly to the Board’s Executive Director (the “Executive Director”). In the absence of an Executive Director, Vendor Contracts covered by the Board’s Operating Budget shall go directly to the Board Chair.
- b. The Program Manager will then forward all approved Pay Requisitions to the Executive Director. In the absence of an Executive Director, the Program Manager will forward all approved Pay Requisitions to the Independent Compliance Officer (“ICO”) except the invoices of the ICO, which shall go directly to the Board Chair.
- c. The Executive Director or the ICO shall review all Pay Requisitions to confirm accuracy, completeness and compliance with the terms of the Vendor’s contract. The Executive Director or ICO shall forward approved items to the Board Chair for approval and payment, with a copy to all Board members for informational purposes.
- d. The Executive Director or ICO shall send to the RCSD Accounting Department each

- approved Pay Requisition, including a payment voucher and Board Chair's written approval.
- e. The RCSD Accounting Department shall record all authorized Pay Requisitions in the accounting records of the Board and process the checks for payment.
  - f. The RCSD Accounting Department shall forward the checks to the Board Treasurer for his/her signature.
  - g. The Board Treasurer shall then obtain a second signature from the Board Chair.
  - h. The Board Chair, the Executive Director or the Program Manager shall mail the signed checks to the appropriate Vendors.
  - i. The Board Chair, Executive Director or ICO shall review the monthly Pay Requisition Summary with the RJSCB Finance Committee.
  - j. At its next monthly meeting, the Board shall accept a summary of all approved Pay Requisitions.
  - k. The RCSD Accounting Department shall provide a monthly financial statement (the "Monthly Report") showing payments for the month and a year to date summary for each Vendor.
  - l. From time to time a random audit of selected Vendors' Pay Requisitions shall be conducted by the Executive Director, or the ICO in the absence of an Executive Director, and the Program Manager.

## **2. Pay Requisition Approval Procedure for the Trustee**

- a. For expenses to be paid from bond proceeds, the Program Manager shall review all Pay Requisitions to confirm accuracy, completeness and compliance with the terms of the Vendor's contract. Notwithstanding the foregoing, Vendor contracts covered by the Board's Operating Budget (e.g., attorneys, accountants, etc.) shall go directly to the Executive Director. In the absence of an Executive Director, Vendor Contracts covered by the Board's Operating Budget shall go directly to the Board Chair.
- b. The Program Manager will then forward all approved Pay Requisitions to the Executive Director. In the absence of an Executive Director, the Program Manager will then forward all approved Pay Requisitions to the ICO except the invoices of the ICO, which shall go directly to the Board Chair.
- c. The Executive Director or ICO shall review all Pay Requisitions to confirm accuracy, completeness and compliance with the terms of the Vendor's contract. The Executive Director or ICO shall forward approved items to the Board Chair for approval and payment, with a copy to all Board members for informational purposes.
- d. The Executive Director or ICO shall send to the Trustee, with a copy to the RCSD Accounting Department, each approved Pay Requisition, including the Board Chair's written approval.

- e. The RCSD Accounting Department shall record all authorized Pay Requisitions in the accounting records of the Board.
- f. The Trustee shall prepare checks and send them directly to each Vendor, with a copy to the Executive Director or the ICO in the absence of an Executive Director.
- g. The Executive Director or ICO shall keep copies of the checks for the Board's files and forward copies to the RCSD Accounting Department.
- h. The Board Chair, Executive Director or ICO shall review the monthly Pay Requisition Summary with the RJSCB Finance Committee.
- i. At its next monthly meeting, the Board shall accept a summary of all approved Pay Requisitions.

### **3. Role of the Executive Director or ICO**

The Executive Director, or in the absence of an Executive Director, the ICO, shall be responsible for implementation of and compliance with this Policy. In addition to the duties described above, the Executive Director or ICO and the Program Manager shall conduct random audits of selected Vendor Pay Requisitions in order to confirm such compliance.

### **4. Role of the Board**

- a. The Board Chair shall review each Pay Requisition and promptly provide either comments or approval to the Executive Director or ICO.
- b. The Board Treasurer and Chair shall promptly sign each check prepared by the RCSD Accounting Department.
- c. The Board shall review and accept approved Pay Requisitions at its next regular meeting.

### **5. Role of the RCSD Accounting Department**

- a. The RCSD Accounting Department shall receive and record all Pay Requisitions sent by the Executive Director or ICO.
- b. The RCSD Accounting Department shall transfer funds into the Board's bank account sufficient to pay all approved Pay Requisitions.
- c. The RCSD Accounting Department shall produce the checks for payment and forward them to the Board Treasurer for signature.
- d. The RCSD Accounting Department shall produce the Monthly Report as described above.
- e. The RCSD Accounting Department shall maintain accounting records for the Board sufficiently detailed to account for the costs of all RSMP projects and to allow the Board

to prepare final cost reports.

**6. Role of the Trustee**

- a. The Trustee shall process all Pay Requisitions to be paid from bond proceeds and send the checks directly to Vendors.
- b. The Trustee shall furnish the Executive Director, or Board Chair in the absence of an Executive Director, with copies of all checks.
- c. Otherwise, the Trustee shall provide all services described in (i) its contract with the Board and (ii) all bond documents for Phase One and Phase Two of the RSMP to which it is a party.

**7. Role of the Program Manager**

- a. The Program Manager shall review all change orders and contract amendments and compare them to the Board approvals each month to confirm accuracy and completeness.