

**Resolution 2018-19: 31**  
**Pay Requisition Approval Procedures – Revision**

**By Board Member Brown**

WHEREAS, the Rochester School Facilities Modernization Program Act (the “Act”) established the Rochester Joint Schools Construction Board (“RJSCB” or “Board”), 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 authorizing legislation for Phase 2 of the Rochester Schools Modernization Program (“RSMP”) was signed into law by the Governor of the State of New York on December 17, 2014; and

WHEREAS, the amended Act authorized up to 26 projects in Phase 2 of the RSMP including a District Wide Technology program which involves technology upgrades and infrastructure work at several of the possible projects; and

WHEREAS, in September of 2011, the RJSCB established a Pay Requisition Approval Procedures (Resolution 2011-12: 23) 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”) will be paid; and

WHEREAS, the RJSCB, at its regular monthly meeting on September 10, 2012, revised the Pay Requisition Approval Procedures (Resolution 2012-13: 37) to include the Trustee as paying agent for construction related payments; and

WHEREAS, the RJSCB, at its regularly monthly meeting on April 7, 2014, revised the Pay Requisition Approval Procedures (Resolution 2013-14: 257) to add certain additional internal processes to assist the Board by clarifying duties and providing additional internal controls; and

WHEREAS, the RJSCB, at its regular monthly meeting on January 17, 2017, revised the Pay Requisition Approval Procedures (Resolution 2016-17: 118) to add certain additional internal processes to assist the Board by clarifying duties and providing additional internal controls; and

WHEREAS, the RJSCB now desires to revise the Pay Requisition Approval Procedures to add certain additional internal processes which shall assist the RJSCB by clarifying duties in the absence of an Executive Director and providing additional internal controls; and

WHEREAS, the RJSCB Chair and the RJSCB General Counsel have drafted a revised Pay Requisition Approval Procedures, a copy of which is attached to this resolution; and

WHEREAS, the RJSCB Chair reviewed the revisions to the Pay Requisition Approval Procedures with the RJSCB’s Finance Committee at its meeting on August 2, 2018 and after due deliberation, the Finance Committee approved the revisions.

THEREFORE, BE IT RESOLVED:

1. The RJSCB hereby approves and adopts the revised Pay Requisition Approval Procedure in the form presented at this meeting and attached hereto; and

2. All actions taken by the RJSCB, the Chair, and the Treasurer pursuant to, in accordance with and to implement the Pay Requisition Approval Procedure are hereby authorized and approved in all respects.

**Second by Vice Chair Schmidt**

**Approved 6-0 with Member Jones away**