

Resolution 2013-14: 257
Pay Requisition Approval Procedure - revision

By Board Member Benincasa

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, in September of 2011, the RJSCB established a Pay Requisition Approval Procedure (“Payment Procedure”) (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 Procedure (Resolution 2012-13: 37) to include the Trustee as paying agent for construction related payments; and

WHEREAS, the RJSCB now desires to revise the Payment Procedure to add certain additional internal processes which shall assist the RJSCB by clarifying duties and providing additional internal controls; and

WHEREAS, the RJSCB’s Executive Director and its General Counsel have drafted a revised Pay Requisition Approval Procedure, a copy of which is attached to this resolution; and

WHEREAS, the Executive Director reviewed the revisions to the Pay Requisition Approval Procedure with the RJSCB’s Finance Committee at its meeting on April 2, 2014;

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, the Treasurer, and the Executive Director pursuant to, in accordance with and to implement the Pay Requisition Approval Procedure are hereby authorized and approved in all respects.

Second by Board Member Hilger

Approved 6-0 with Vice Chair Brown away