

Business and Non-Instructional Operations

Payment for Goods and Services

Payments Related to Construction

The Superintendent or designee shall ensure that requests for progress payments related to construction contracts are processed and paid within 30 days. Any improper request shall be returned by the originating department to the contractor within seven days, together with a written statement of why the request is not proper. (Public Contract Code 20104.50)

Retention proceeds withheld by the District from payments to contractors for construction shall be released within 90 days after the construction or improvement is completed or terminated. In the event of a dispute between the District and the contractor, the District may withhold from the final payment an amount not to exceed 150% of the disputed amount. (Public Contract Code 7107)

Authorized Signatures

The Superintendent or designee may file his/her manual signature with the Secretary of State and may subsequently have a facsimile signature used when executing any instrument of payment. The facsimile signature also may be used to execute any public security, provided that at least one signature required or permitted to be placed on it shall be manually subscribed. (Government Code 5501)

Approved: (7-96) 2-06

ORANGE UNIFIED SCHOOL DISTRICT
Orange, California