

PAYMENT OF CLAIMS

The purpose of this policy is to provide for the receipt, processing and the approval or rejection of claims made against Unified School District No. 501, Shawnee County, Kansas and/or its elected officials, officers, employees, and authorized agents. Claims should conform to the requirements of the laws governing the particular claim being made. In the event that a conflict exists between the provisions of this policy and the applicable provisions of the law, the provisions of the law should be controlling. Examples of laws of the State of Kansas governing claims are: KSA 12-105b, as amended; KSA 12-2615, as amended; KSA 44-501, et seq., as amended; and, KSA 75-6104, as amended.

I. General Claims Procedure

All claims shall be in writing addressed to the Clerk of the Board of Education, 624 SW 24th Street, Topeka, Kansas 66611. Upon receipt of any claim, the Clerk shall determine the nature of the claim, notify the Board of Education and forward the claim to the School District Attorney for investigation. The School District Attorney shall promptly notify any applicable insurer of the receipt of any claim covered by insurance. Upon completion of an investigation into any claim, the School District Attorney shall prepare a written summary of the claim, a statement of the facts determined by the investigation and a recommendation as to whether the claim should be paid or rejected. The claim shall be submitted to the Board of Education for consideration as follows:

- A. Claims under \$500 -
Claims under \$500 shall be submitted by the School District Attorney to the Board of Education for consideration as a consent agenda item.
- B. Claims \$500 to \$2,500 -
Claims of \$500 to \$2,500 shall be submitted to the Board of Education after review by the School District Attorney, the Superintendent, the Board Clerk and the Board Treasurer.
- C. Claims of \$2,500 or more -
Claims of \$2,500 or more shall be submitted to the Board of Education after review by **the Board of Education's budget subcommittee.**

II. Approval or Rejection of Claims

The Board of Education will normally consider claims as part of the Board's consent agenda. However, any claim can be considered more fully as a Discussion or Action item as determined by the Board President when the agenda is drafted or as determined by the Board when the agenda is adopted. The Board Clerk shall notify each claimant in writing of the **Board's decision regarding their claim. Should any claim be approved for payment, the Board Clerk shall prepare the necessary requisitions for payment and the School District**

attorney shall prepare and obtain execution of the legal documents necessary to verify the release and satisfaction of the claim. Such releases and other legal documents signed by the claimant shall be kept on file by the Board Clerk.

III. Early Payment of Claims

- A. The General Director of Fiscal Services is authorized to pay in advance of Board of Education approval any claims against the district that provide for a discount for early payment or for the assessment of a penalty for late payment where payment prior to the next meeting of the Board is necessary to receive such discount or avoid such penalty. Prior to payment of any claim in advance of Board of Education approval, the claim shall be audited by the treasurer of the Board and approved by him/her as correct, due, and unpaid. The clerk shall keep an accurate record of all monies paid, the purposes for which expended, and shall submit the record to the Board of Education for approval at its next regular meeting, all in accordance with the provisions of K.S.A. 12-105b(e), as amended.

- B. Payment of claims for employee travel shall be made pursuant to the requirement of KSA 12-105b(f), as amended and the applicable provision of the Professional Agreement, Administrators' Handbook or Classified Employees' Handbook.