

**The Theresa Hessling Charter School Project**  
**dba San Diego Cooperative Charter Schools**  
**SCHOOLS PROCESSING OF PAYMENTS POLICY**

Amounts obligated for payment in the regular course of business and under arrangements entered into consistent with an approval matrix approved by the Board of the Theresa Hessling Charter School Project dba San Diego Cooperative Charter Schools (see attached) may be paid by check, ACH, wire transfer, credit card or by such other means as are appropriate to the underlying transaction when approved for payment as provided below.

Payments will generally be supported by:

- an invoice,
- statement, or
- Financial Action Form. (check or corporate credit card – see attached)

If payment is for a regular and on-going expense or purchase and the amount is consistent with prior payments and with the terms of the underlying transaction, a statement and or invoice are sufficient documentation. Payments not associated with a an already approved and ongoing underlying transaction, whether one-time or part of an new ongoing transactions, must be well documented as to purpose and appropriate cost, (for the duration of the obligation) and be approved by a person or persons or body having sufficient corporate authority to enter into the transaction underlying the payment.

In the case of payments initiated by the San Diego Unified School District and paid by transfer from the SDCCS treasury account maintained by the County of San Diego, payments will be supported by an invoice, statement, or financial action form or by a record of the transaction recorded in a cash workbook provided by the San Diego Unified School District. If the only documentation is the cash workbook record, the Business Manager or his or her designee must confirm the underlying transaction as appropriate in amount and a true obligation of SDCCS.

Financial Action Forms for reimbursements to employees, parents or other persons will be supported by receipts or similar documentation of the underlying transaction, or, in the event a receipt or similar document is not available, at the discretion of the Business Manager and the Superintendent or his or her designee, not the Business Manager, as evidenced by their written acknowledgment, by a statement from the person seeking reimbursement describing the underlying transaction and the reason for the lack of a receipt or similar document.

Every reasonable effort will be made to insure that appropriate accounting entries are made prior to the issuance/initiation of payments and in all instance accounting for payment transactions will be timely.

The Business Manage may process payments, make the associated accounting entries and be one of two signatories of a check but may not be the sole signatory of a check made payable to him or herself.

Documentation supporting all transactions will be maintained in files maintained in such a fashion as to allow ready access to the documentation by persons generally familiar with standard file maintenance practice.

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For the purposes of this Policy, a Business Manager is the individual designated by the Superintendent and Chief Financial Officer who may also be the Chief Operating Officer to handle the fiscal/business operations a school site operated by the Theresa Hessling Charter School Project and a Principal is the senior administrator designated by the Superintendent to be the senior on-site administrator of a school site operated by the Theresa Hessling Charter School Project.