

HOUSE BILL NO. 1228

Introduced by

Representatives Delmore, Hawken, Mueller

Senators Flakoll, G. Lee, Taylor

1 A BILL for an Act to amend and reenact section 15.1-07-12 of the North Dakota Century Code,
2 relating to the disbursement of moneys by a school district business manager.

3 **BE IT ENACTED BY THE LEGISLATIVE ASSEMBLY OF NORTH DAKOTA:**

4 **SECTION 1. AMENDMENT.** Section 15.1-07-12 of the North Dakota Century Code is
5 amended and reenacted as follows:

6 **15.1-07-12. Negotiable instruments - ~~Payment~~ Disbursement of moneys by**
7 **business manager. ~~The~~**

8 1. a. The board of a school district may adopt policies governing the disbursement
9 of school district moneys by the business manager.

10 b. The policies adopted under subdivision a may include:

11 (1) The authorization, creation, and approval of negotiable instruments;

12 (2) The use of credit or debit cards;

13 (3) The payment of invoices;

14 (4) The use of petty cash;

15 (5) The use of electronic payments; and

16 (6) The use of facsimile signatures.

17 c. The policies adopted under subdivision a must include internal controls to
18 safeguard school district moneys.

19 2. If the board of a school district has not adopted policies to govern the disbursement
20 of school district moneys by the business manager, the business manager ~~shall~~
21 ~~pay out~~ may disburse moneys only upon the presentation by issuance of a
22 negotiable instrument upon presentation of a bill or invoice, the payment of which
23 has been authorized by the president of the school board, and only if there ~~is~~ are
24 sufficient ~~money~~ moneys available for the ~~payment~~ disbursement. Upon issuing a

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Legislative Assembly

- 1 negotiable instrument, the business manager shall make a record of the
- 2 instrument.