

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

BE IT ENACTED BY THE LEGISLATIVE ASSEMBLY OF NORTH DAKOTA:

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

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

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

b. The policies may include:

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

(2) The use of credit or debit cards;

(3) The payment of invoices;

(4) The use of petty cash;

(5) The use of electronic payments; and

(6) The use of facsimile signatures.

c. The policies shall include internal controls to safeguard school district.

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

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