

Fifty-ninth
Legislative Assembly
of North Dakota

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

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