

Introduced by

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 monies 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 monies by**
7 **business manager. The**

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

10 b. The policies 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 shall include internal controls to safeguard school district.

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

Fifty-ninth
Legislative Assembly

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