

**FALLBROOK HEALTHCARE DISTRICT**  
S.O.P. – ADMINISTRATION

ACCOUNTS PAYABLE

1. All payments will be by check. All checks for expenditure over \$5,000 must be signed by two of the authorized signers per bank signature card. The Board hereby authorizes the Administrator to be a signatory for any and all checks issued up to a maximum dollar amount of \$500.00.
2. Vendors will be paid under the terms of conditions of the purchase, and after verification that goods received and vendor invoices conform to the purchase.
3. Taxes will be paid under the terms and conditions of the laws and regulations governing such taxes.
4. Service agreements for work performed by others for the District will be paid under the terms and conditions of the service agreement and after charges have been verified correct. The Administrator must approve the service agreement. ( Form 2040 C - Invoice for Services)
5. Telephone services will be paid upon presentation of the statement and after regular and toll rates, and excise tax have been verified correct.
6. Compensation to Directors shall be paid on a once a month basis by check of FHD. Minutes of Regular Board meetings and Special Board meetings shall demonstrate record of attendance and reports to the Board shall demonstrate attendance at Standing Committee meetings. Compensation for participation in sanctioned meetings and/or occasions that constitute performance of official duties must have authorization of the Board and/or Board President and must be presented to the Administrator on FHD Request for Compensation Form 2040B, within thirty days of the event, for processing. If indicated, secondary review will be done by the President or Finance Committee of the Board. Requests presented outside a thirty day limit (from date of event) may not be considered for compensation.
7. All other accounts payable not covered by purchase order or service agreement must submit a Request for Reimbursement (Form 2040A) and must be approved for payment by the Administrator.

**Item 6 revised July 2011. Compensation to Directors handled through Payroll with submission of requesting documents to the Accountant. Appropriate process and documents developed and initiated.**