

2023 Virtual District Meeting

Mitch Wilson

Beth Goss



## **NEW LEGISLATION**

SEA 317: Contracting and Purchasing



- HEA 1001: Various Provisions
- HEA 1040: Unauditable Units, Vacant Clerk-Treasurer & Elected Officials Training
- HEA 1041: State Board of Accounts
- HEA 1055: Public Safety Matters
- HEA 1454: Public Safety Funds & Food and Beverage Tax
- HEA 1167: Live Streaming and Archiving Meetings
- HEA 1591: Various Education Matters







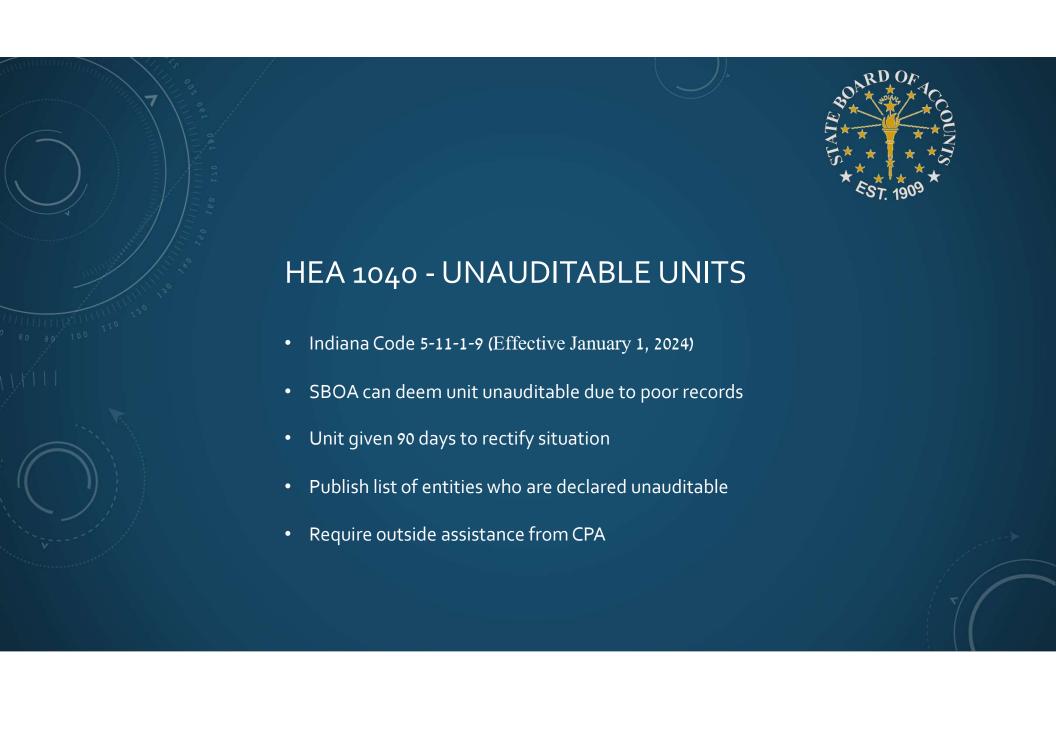


	PRESCRIBED BY STATE BOARD OF ACCOUNTS					GENERAL FORM NO. 98P (REV 2023)	
	PREPAYMENT PURCHASE ORDER						
	NOTE: NO CLAIMS WILL BE APPROVED FOR PAYWENT UNLESS CRIGINAL COPY OF THIS ORDER OR THE P.O. NUMBER IS MADE PART OF THE CLAIM				P.O. The matter part be on invoice, Voucher and Delivery Meson		
						DONTRACT DA	
	Charge to					F subject to disco	of please indicate an invaine.
	Charge to Appropriation for Appropriation Number						
	QUANTITY	UNIT		DESCRIPTION		UNIT PRICE AMOUNT	
		-					
	Do you have the local ordinance? Y/N TOTA				AL AMOUNT OF ORD	DER	
				PREPAYM	ENTS		
			Prepaid Amount				
	Prepaid check #						
			Prepaid check date				
	Invoice Number						
			is there a surety bond or h is not required?	made that one			
	IC 5-11-10-		fies the requirements for payments	TOTAL AMOUNT REMAINING OF ORDER		OF ORDER	
		N THIS A	HAT THERE IS AN UNOBLIC PPROPRIATION SUFFICIEN E ABOVE ORDER		BILLING ON THIS ORDER MUST BE ACCOUNTING TO PRICES SHOWN ABOVE		
			SIGNATURE		TITLE		



PREPAYMENT PURCHASE ORDER FORM (FORM 98P)









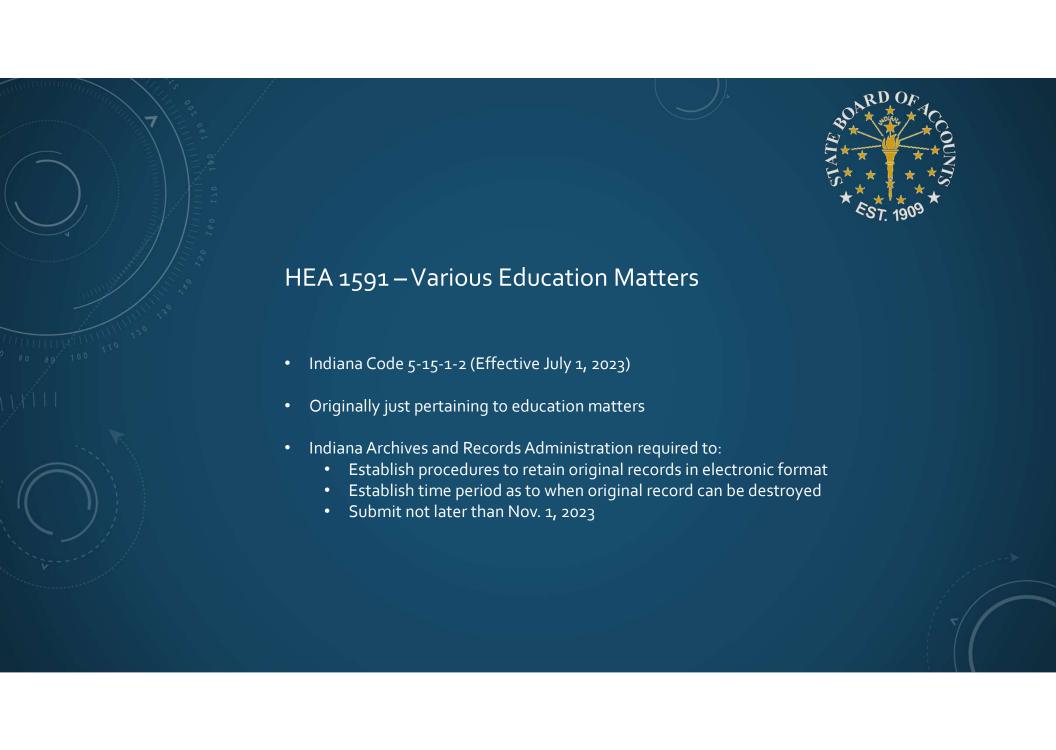
















## **ELECTRONIC PAYMENTS**

- IC 36-2-10-23
- Forms of payment entail:
  - Cash
  - Check
  - Bank Draft
  - Money Order
  - Bank/Credit Card
  - Electronic Funds Transfer
  - Any Other Financial Instrument Authorized by the Treasurer



## **ELECTRONIC PAYMENTS**

- Types of Electronic Payments
  - PayPal
  - Venmo
  - Cash App





## **ELECTRONIC PAYMENTS**

- Requirements of accepting electronic payments:
  - Fiscal body authorizes use of payment method
  - Authorized user for each account
  - Timely receipting, recording, and depositing
  - Monthly reconcilement must be completed
  - Methods should not be used for disbursements
  - Proper internal controls must be in place

