



NYAPT

NEW YORK ASSOCIATION FOR PUPIL TRANSPORTATION

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RESOLUTION: 2006-012-F
SUBJECT: Payments to Individuals for NYAPT Activities
DATE ADOPTED: December 9, 2006
AMENDED: -
REVIEWED: 12/4/2010

POLICY AND PROCEDURES

Payments to Individuals for NYAPT Sponsored Activities

Whereas, NYAPT sponsors several activities that require making payments and prizes to individuals or organizations based on applications, competitions or related selection processes; and,

Whereas, these payments have historically been completed informally with no formal voucher or invoice procedures; and,

Whereas, it is prudent for NYAPT to provide a format in which these payments would be made; and,

Whereas, the recent audit of NYAPT management systems identified such payments as an area in need of improvement.

BE IT RESOLVED THAT:

Payments to individuals and organizations pursuant to official NYAPT-sponsored activities, program and events shall adhere to the procedures and practices enumerated below; and,

BE IT FURTHER RESOLVED THAT:

This policy shall apply to programs including the School Bus Safety Poster Contest, the School Bus Safety Speech Contest, the Photo Contest, the Marchi Scholarship Program, participation in national road-eo competitions and other functions carried out by the association, including those conducted in conjunction with the Cyr Foundation.

PROCEDURES AND PRACTICES

In order for payments to be made to individuals or organizations selected for awards or prizes:

- The appropriate committee chair or event coordinator must – within thirty days of the event or award -- complete and sign a Payment Authorization Form that will be reviewed and approved by the Executive Director and the Treasurer. This form will serve as official notice to staff and the Treasurer that the named individual or organization is entitled to funds from NYAPT pursuant to the rules and guidelines of the program, activity or event. No funds shall be expended for such purposes without a completed Payment Authorization Form.
- Moreover, individuals entitled to such funds shall provide documentation needed to verify such payments (receipts, bursar invoices, and related).
- The actual payment and check signing functions will be completed on valid requests within thirty days in a manner consistent with other related NYAPT Policy Resolutions.
- Upon adoption of this resolution, the NYAPT Treasurer shall develop the Payment Authorization Form in conjunction with the NYAPT Executive Director and in consultation with the Finance Committee Chairperson.
- The NYAPT Executive Director will make such Payment Authorization Form available to committee chairs and event coordinators with instructions and guidance as to its use.

SAMPLE FORM ATTACHED