



NYAPT

NEW YORK ASSOCIATION FOR PUPIL TRANSPORTATION

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RESOLUTION: 2006-013-F
SUBJECT: Payment for Goods and Services for NYAPT
Activities
DATE ADOPTED: December 9, 2006
AMENDED: -
REVIEWED: 12/4/2010

POLICY AND PROCEDURES

Payments Authorized for NYAPT Sponsored Activities

Whereas, NYAPT sponsors several activities that require making payments for goods and services essential to such activities, programs and events; and,

Whereas, these payments have historically been initiated and completed in good faith by individuals and school districts on behalf of NYAPT yet without direct involvement by NYAPT prior to purchase or procurement; and,

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

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

BE IT RESOLVED THAT:

Payments to individuals and organizations in support of 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 Marchi Scholarship Program, the events of the Big Three Road-eo Day competitions and all other functions carried out by this association, including those conducted in conjunction with the Cyr Foundation; and,

BE IT FURTHER RESOLVED THAT: The Executive Director shall disseminate this policy to all committees and board officials to ensure consistent and uniform adherence to its elements.

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 consult with the Executive Director to ensure the availability of funds in the annual budget for the purchase required.
- The Executive Director and the chair/coordinator will agree on the goods or services to be procured/purchased and such purchase shall be executed by the Executive Director.
- Such purchases shall, to the extent practical, be delivered to the NYAPT office to ensure that they meet expectations and purchase specifications.
- The invoices for such purchases shall be delivered to the NYAPT office which shall handle their payment expeditiously.
- Should a chair/coordinator need to make a purchase on an urgent basis, such purchase shall be made in consultation with the Executive Director prior to purchase. The chair/coordinator will submit a request form via fax or email and the Executive Director shall fax or email the chair/coordinator approval to execute such purchase. The invoice for such purchase shall be delivered to the NYAPT office which shall handle such payment expeditiously.
- The actual payment and check signing functions will be completed expeditiously and in a manner consistent with other related NYAPT Policy Resolutions.
- Upon adoption of this resolution, the NYAPT Executive Director shall develop the necessary forms and notices in conjunction with the NYAPT Treasurer and the Finance Committee Chairperson.

The NYAPT Executive Director will make such forms available to committee chairs and event coordinators with instructions and guidance as to their use.

SAMPLE FORM ATTACHED