

AP 6315 Warrants

Reference:

Education Code Section 85230 et seq.

1. A commercial warrant is processed by the Business Office every Thursday (except for holidays, and other special circumstances).
 - a. The commercial warrant deadline is 12:00 noon on Thursday for checks to be issued the following Thursday.
 - b. The Accounts Payable Department must have a completed purchase order and appropriate back-up in order to issue a check.
2. Payroll Warrants are issued twice a month, the regular payroll on the last working day of the month, and the supplemental payroll on the 10th of the month.
3. Both commercial and payroll warrants are audited by the Imperial County Office of Education.