



Book Administrative Procedures  
Section Chapter 6: Business and Fiscal Affairs  
Title Warrants  
Number AP 6315  
Status Active  
Legal

## 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 Wednesday 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 10<sup>th</sup> of the month.
3. Both commercial and payroll warrants are audited by the Imperial County Office of Education.

Last Modified by Mary Carter on December 12, 2011