

PAYMENT PROCEDURES

All claims for payment from district funds will be processed by the business manager. Payment will be authorized against invoices properly supported by approved purchase orders, against properly submitted vouchers, or accordance with salaries and salary schedules set by the Board. Payment requests are due by 4 p.m. on the Wednesday preceding the first regular Board Meeting of each month.

List of accounts payable, including payroll lists, will be certified by the superintendent and approved by the Board. Each registered warrant will be signed (manually or electronically) by the Board president and the business manager will sign the endorsement statement. Actual invoices, statements and vouchers will be available for Board inspection.

The business manager will assume responsibility for assuring that budget allocations are observed and that total expenditures do not exceed the amount allocated in the budget for all items.

The school principals will be responsible for observing budget allocations in their respective schools. Each will also serve as custodian of the activity accounts in his respective school and will be responsible for their proper handling and expenditures.

(ADOPTION DATE: April 12, 1982)
(REVISION DATE: April 13, 2004)
(REVIEWED DATE: November 26, 2007)