

Paying for Goods and Services

Payments for purchases, services, and other claims shall be made in accordance with the regular meetings of the Board of Education. An approved motion by the board each month, based upon properly submitted invoices and/or claim forms, will authorize the payments of claims and invoices using pre-numbered district checks. The Superintendent and/or his/her designee shall audit all invoices or claims prior to approval for payment.

In certain instances, the Superintendent or his/her designee shall be authorized to process invoices or requests for payments via a pre-paid district numbered check. Any pre-paid invoices are presented at the next regularly scheduled meeting of the board for formal approval. These instances will be for such items as registration fees, and/or other payments that need to be made in accordance with date deadlines or other particular circumstances, and are not intended to circumvent the regular claims payment cycle as defined by this policy.

Adopted: December 13, 1999

Revised: October 12, 2015