

PAYMENT PROCEDURES

Not less than monthly, the School Business Official shall prepare a schedule of bills which have been properly documented for payment. This schedule shall be presented to the Board of Education Internal Auditor for review and approval of payment.

All payments of approved vouchers by the school district shall be by numbered check from the proper account.

Payment of any claims against the school district shall be made only upon verification of the following:

1. the claim is the result of an authorized purchase;
2. the receipt of goods or services, for which the claim has been submitted, is verified by an authorized employee of the school district;
3. the claim is calculated properly and complies with all applicable contractual agreements and conditions; and
4. proper accounting procedures have been followed.

The Business Official shall establish the necessary procedures and forms for the prompt, efficient and responsible processing of claims for payment.

Adopted: January 19, 1999