

Payment Procedures

All bills against the district shall be presented at the District Office. They shall be checked against the contract under which they arise, or against the record of deliveries or service rendered. Payments shall be approved from itemized invoices or statements, or in accordance with salaries, salary schedules and contracts as approved by the Board.

After appropriate administrative review and Board approval when required, the outstanding bills will be paid monthly or when due. The Superintendent shall be responsible for the accuracy of all bills and vouchers. Review of the bills and vouchers will be documented with DK-Form Monthly Bills Review.

The Superintendent will be responsible for assuring that budget allocations are observed and that total expenditures do not exceed the amount allocated in the budget.

The monthly list of bills paid shall be presented to the district school board each month for their review and maintained as an official school district document.

END OF POLICY
