

PAYMENT PROCEDURES

All claims for payment from district funds shall be reviewed and approved by the Board treasurer.

Demands for payment from district funds shall be processed by the Chief Financial Officer. Payment shall be authorized against invoices properly supported by approved purchase orders, against properly submitted vouchers, or in accordance with salaries and salary schedules set by the Board.

Lists of accounts payable, including payroll lists, shall be certified by the Superintendent and approved by the Board. Actual invoices, statements, and vouchers shall be available for Board inspection.

The Chief Financial Officer shall assume responsibility for assuring that budget allocations are observed and that total expenditures do not exceed the amount allocated in the budget at the functional unit level.

The building principals, department directors, program directors, and coordinators shall be responsible for observing budget allocations and the proper handling of all funds in their respective schools, departments, and program(s). Each principal shall also serve as custodian of activity accounts in their respective school.

Adopted 7/20/77

Revised: 3/8/00

Revised: 7/15/15