

PAYMENT FOR GOODS AND SERVICES

The board will give final approval to all payments of bills. Payment of bills shall be submitted by the superintendent for the board's approval only after verification of delivery and satisfaction by the department or staff receiving the item(s). No payment for goods or services shall be made unless both an itemized invoice showing the name of the person or firm to whom payment is due is presented, and a receiving document bearing the signature of an authorized school employee is on file. The superintendent is responsible for having all claims audited, and shall submit the same to the Board for approval and authorization for payment.

School district moneys shall be disbursed only upon final board approval of the monthly list of bills. Each district check shall show the legal identification of the district by name and address, and the depository or investment account upon which the check is drawn. It shall also specify the amount to be paid and to whom payment is made, from what funds, for what purpose, the date of payment and the number of the check.

Unpaid Warrants

A school board may issue warrants to cover unforeseen shortages of revenue or unforeseen emergency expenditures. There must be a public hearing with required notice by publication in a newspaper of general circulation. Warrants shall be paid the next fiscal year from taxes levied therefore.

Approved _____ Reviewed _____ Revised _____