

Condon School District 25J

Code: **DK**
Adopted: 3/14/00
Readopted: 11/09/05; 11/12/08; 4/13/16
Orig. Code(s): DK

Payment Procedures

All claims for payment from district funds will be processed by the deputy clerk. Payment will be authorized against invoices properly supported by approved purchase orders, with properly submitted vouchers or in accordance with salaries and salary schedules approved by the Board.

As an operating procedure, any Board member may request monthly lists of bills for payment from district funds. All payables will be authorized through the Board approval of the monthly consent agenda.

The superintendent, high school principal and deputy clerk will be responsible for assuring that budget allocations are observed and that total expenditures do not exceed the amount allocated in the budget.

END OF POLICY

Legal Reference(s):

[ORS 294.305 - 294.565](#)

[ORS 328.460](#)

Cross Reference(s):

DIC - Financial Reports and Statements