

# Corbett School District 39

Code: **DK**  
Adopted: 8/19/97  
Readopted: 10/16/97  
Orig. Code(s): DK

## Payment Procedures

All claims for payment from district funds will be processed by the deputy clerk in conformance with district procedures. 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. Actual invoices, statements and vouchers will be available for inspection by the Board if requested.

The 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 for all items.

END OF POLICY

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Legal Reference(s):

ORS 294.305 - 294.565  
ORS 328.460

Cross Reference(s):

DIC - Financial Reports and Statements  
DJ/DJA - Purchasing Authority