

## Payment Procedures

All claims for payment from district funds will be processed by the director of administrative services 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.

The superintendent or director of administrative services 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

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### Legal Reference(s):

[ORS 294.305 - 294.565](#)  
[ORS 328.460](#)

### Cross Reference(s):

DIC - Financial Reports and Statements