

**Douglas Education
Service District**

Code: **DK**
Adopted: 2/17/11
Readopted: 10/16/14
Orig. Code(s): 10400

Payment Procedures

All claims for payment from Douglas Education Service District (DESD) funds will be processed by the chief financial officer. 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 budget officer 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 to -294.565](#)
[ORS 328.460](#)

Cross Reference(s):

DIC - Financial Reports and Statements