

**Douglas County
School District 15**

Code: **DK**
Adopted: 10/08/03
Readopted: 9/15/14
Orig. Code(s): DK

Payment Procedures

All claims for payment from district funds will be processed by the business manager. 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, the Board will receive a monthly list of bills paid from district funds. The lists will be certified as correct and approved by the Board. Actual invoices, statements and vouchers will be available for Board inspection upon request.

The business manager 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