

Elkton School District 34

Code: **DK**
Adopted: 8/10/98

Payment Procedures

All claims for payment from district funds will be processed by the business manager. Payment will be authorized in accordance with procedures identified by the superintendent and business manager. For payment to be made invoices must be approved for payment by receiving party and so noted and dated on the invoice. Payment requires 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 each month lists of bills for payment from district funds. The lists will be certified as correct and approved for payment by the Board. Actual invoices, statements, and vouchers will be available for inspection by the Board if requested.

The superintendent 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

Legal Reference(s):

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

Cross Reference(s):

DJA - Purchasing Authority