

# Fern Ridge School District 28J

Code: **DK**  
Adopted: 5/24/99  
Revised/Readopted: 5/23/05  
Orig. Code(s): 6250,6251

## 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.

Actual invoices, statements and vouchers will be available for inspection by the Board if requested.

The business manager will be responsible of assuring that budget allocations are observed and that total expenditures do not exceed the amount allocated in the budget for all items.

It shall be a policy of the district that all checks issued by the district will be void and non-payable 90 days after the date of issue noted on the check.

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