

Payroll Checks/Accounts Payable checks

1. Payroll checks are to be handled in one of two ways:
 - a. Check is to be given to employee;
 - b. Check is to be mailed to employee.

2. Accounts payable checks are to be handled in one of two ways:
 - a. Check is to be mailed to contractor.
 - b. If contractor comes into the district office to pick up a check, it will be hand delivered by the superintendent or the administrative assistant.

3. Any exceptions or requests for exceptions to the above are to be approved by the superintendent or the administrative assistant.