

# Glide School District 12

Code: **DK**  
Adopted: 3/25/91  
Readopted: 11/01/93

## 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; other approved district forms which provide proper authorization from the supervisor and/or principal and the business manager; or in accordance with salaries and salary schedules approved by the Board.

As an operating procedure, the Board will receive monthly lists of bills for information and review. The lists will be certified as correct by the Board. Actual invoices, statements and vouchers will be available in the business office for 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

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### Legal Reference(s):

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