

Helix School District 1R

Code: **DK**
Adopted: 1/8/97
Orig. Code(s): None

Payment Procedures

All claims for payment from District funds will be processed by the deputy clerk. 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 Board inspection upon request.

The deputy clerk 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](#)