

Lincoln County School District

Code: **DK**
Adopted: 7/09/02
Revised/Readopted: 6/14/16 (Effective 7/01/16)
Orig. Code(s): DK

Payment Procedures

All claims for payment from district funds will be processed by the business manager in conformance with district procedures. 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.

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.

To take advantage of early payment discounts and to avoid late payment penalties, all claims against the district approved for payment by the superintendent or director of business services, shall be processed and paid on a timely basis.

END OF POLICY

Legal Reference(s):

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

Cross Reference(s):

DIC - Financial Reports and Statements
DJA - District Procurement