

Payment Procedures

Bills are paid by the deputy clerk:

1. The building secretary under the supervision of the principal is responsible for receiving purchases and verifying for accuracy before initialing and sending to the administrative secretary. Any discrepancies will be handled by the building secretaries until purchases are complete and correct.
2. The administrative secretary will organize and coordinate packing slips, invoices, and purchase orders for payment. The secretary will also prepare non-purchase payments such as electricity and water bills for payment. Once ready for payment invoices are sent to the deputy clerk where checks are written. Bills are paid twice a month.

Each month the deputy clerk prepares a list of all bills paid. The Board, by motion, approves the action that has been taken. Actual invoices, statements and vouchers are available for inspection by the Board if requested.

1. The Board must have granted approval for all bid items prior to any payment being made.
2. Capital equipment purchases must be named in the budget or have Board action prior to any payment being made.

The superintendent will be responsible for assuring that budget allocations are observed and that total expenditures do not exceed the amounts allocated in the budget.