

Oregon City School District

Code: **DK**
Adopted: 11/05/07

Payment Procedures

All claims for payment from district funds will be administered 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 and receiving documents, or in accordance with salaries and salary schedules approved by the Board.

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

END OF POLICY

Legal Reference(s):

[ORS 294.305 - 294.565](#)

[ORS 328.460](#)

Cross Reference(s):

DIC - Accounting and Financial Reporting