

Siuslaw School District 97J

Code: **DK**

Adopted: 09/12/01

Revised/Readopted: 12/11/13

Payment Procedures

All claims for payment from district funds will be processed by the deputy clerk in conformance with district procedures. Payment will be authorized against invoices supported by approved purchase orders, contracts, properly submitted vouchers, or in accordance with salaries and salary schedules approved by the Board. Each month the Board will receive a financial statement for all funds administered by the district.

The financial statement will be reviewed by the Board. Actual invoices, statements and vouchers will be available for inspection by the Board if requested.

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 for all items.

END OF POLICY

Legal Reference(s):

[ORS 294.305 - 294.565](#)

[ORS 328.460](#)

Cross Reference(s):

DIC - Financial Reports and Statements