

**Saint Helens
School District 502**

Code: **DK**
Adopted: 12/18/01
Readopted: 5/14/07
Orig. Code(s): DK

Payment Procedures

All claims for payment from district funds will be processed by the deputy clerk/business manager. Payment will be authorized against invoices properly supported by signed, approved purchase orders, with properly submitted vouchers, or in accordance with salaries and salary schedules approved by the Board.

The deputy clerk/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 appropriations.

END OF POLICY

Legal Reference(s):

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

Cross Reference(s):

DIC - Financial Reports and Statements
DJA - Purchasing Authority