

Union School District 5

Code: **DK**
Adopted: 1/8/92
Revised/Readopted: 9/8/04
Orig. Code(s): DK

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 properly supported by approved purchase orders, with properly submitted vouchers, or in accordance with salaries and salary schedules approved by the Board.

The Board will receive monthly lists of bills for payment from district funds. The lists will be certified as correct and approved for payment by the Board. Actual invoices, statements and vouchers will be available for Board inspection upon request.

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.

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