

# Vale School District 84

Code: **DK**  
Adopted: 12/6/94  
Readopted: 9/10/08  
Orig. Code(s): DK

## Payment Procedures

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

As an operating procedure, the Board will receive monthly lists of bills scheduled 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 superintendent 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

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### Legal Reference(s):

[ORS 294.305 - 294.565](#)

[ORS 328.460](#)