

**Willamette Education
Service District**

Code: **DK**
Adopted: 7/8/03
Readopted: 7/12/05; 4/06/10
Orig. Code(s): None

Payment Procedures

All claims for payment from ESD funds will be processed by the Director of Fiscal Services in conformance with ESD 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. All checks will be issued in a timely manner. The Superintendent may authorize exceptions to this procedure.

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

Legal Reference(s):

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

Cross Reference(s):

DIC - Financial Reports and Statements