

# Yoncalla School District 32

Code: **DK**  
Adopted: 8/23/00  
Readopted: 6/11/12  
Orig. Code(s): DK

## Payment Procedures

All claims for 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.

As per Board policy DJ - District Purchasing, the superintendent or designee will review bills due. Upon satisfactory review the superintendent or designee will direct payments to be made. The superintendent is responsible for the accuracy of all bills and vouchers.

As an operating procedure, the Board will receive each month lists of payments made from district funds. Actual invoices, statements and vouchers will be available for inspection by the Board if requested.

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](#)