

**Policy: DK**

### **PAYMENT PROCEDURES**

All requests for payment from District funds shall be processed by the Central Office and must be properly supported by invoices or approved purchase orders, or be in accordance with salaries and salary schedules as set by the Board.

The warrant for accounts payable and warrant for payroll list shall be certified by the Superintendent and approved and signed by a majority of the Board's Finance Committee.

Building Principals shall be responsible for observing budget allocations in their respective buildings. Each shall also serve as custodian of the activity accounts in his or her building, and shall be responsible for their proper handling and disbursement. Activity accounts will be audited annually. The Superintendent or his or her designee is authorized to audit activity accounts more frequently, as warranted.

Adopted: August 20, 2004