**Payment of Bills**

All bills are paid on a bi-monthly basis. Completed Purchase Orders or Services Rendered Forms are approved for payment by the Superintendent after they have been checked in. Board clerk prepares bills for payment and attaches all pertinent documents to Purchase Order and bill. Checks are drawn, signed by the Board secretary bi-monthly, and bills are reviewed by Board members at each Board meeting.

Board clerk maintains ledger on all budget and salary accounts, and checks the same with computer print-out.

Proposed: 14 January 1981

Adopted: 11 February 1981