**Spending Plan**

All expenditures in non-salary accounts will be documented with Purchase Orders to be signed by the Superintendent of Schools. All expenditures for salary accounts will be consistent with existing contracts or policy as established by the Board of Education.

Monthly summaries of expenditures and encumbrances will be provided to the Board of Education and the Board of Finance.

Proposed: 14 January 1981

Adopted: 11 February 1981