

PAYMENT PROCEDURES

All demands for payment from district funds shall be processed by the business administrator, and shall be properly supported by invoices, approved purchase orders, or be in accordance with salaries and salary schedules as set by the School Committee.

Lists of accounts payable and payroll shall be authorized by the Superintendent or his/her designee, and approved and signed by the majority of the School Committee. Actual invoices, statements, and purchase orders shall be available for School Committee inspection.

The business administrator shall assume responsibility for ensuring that the budget allocations are observed and that total expenditures do not exceed the amount allocated in the budget for all items. He/she shall, as appropriated, forward approved lists of accounts payable to the town treasurer for payment.

The school principals shall be responsible for observing budget allocations in their respective schools. Each principal shall be responsible for their proper handling and disbursement of the activity accounts in their respective school. From time to time, the Superintendent or his/her designee may call for audits of activity accounts.

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