

**BARNEVELD SCHOOL DISTRICT  
PAYMENT PROCEDURES**

All invoices and requests for payment must be processed through the business office. Invoices and requests must be received in the business office with sufficient time prior to the monthly Board meeting in order to be processed that month. Payments are to be made in compliance with the "timely payments" provisions of state law. Payments shall not include any late fees or interest charges, with the exception of the banking vendor.

A summary of all monthly payments will be distributed to all Board members before the regular monthly meeting. The Board Treasurer will review the payments with the Business Manager prior to the meeting.

No invoices shall be approved for payment by the business office unless there is verification from the building principal or authorized representative that the items have been received or work has been completed. Payments in advance shall be allowed for conference fees, travel reservations, memberships, entry fees, and other situations with the prior approval of the Business Manager.

[Legal Ref.: Section 120.12\(1\) Wisconsin Statutes 66.0135](#)

[Cross Ref.: 622, Annual Budget Operation](#)

[661.1, Authorized Signatures](#)

[Adopted January 8, 2020](#)