

Watertown School District 14-4

INCIDENTAL ACCOUNTS

The Board is authorized to establish incidental accounts to accommodate claims against the District that are of a special circumstance. The Board shall establish each account and the authorized dollar limit of the account. The following incidental accounts are established for the purpose stated.

Staff Travel Account

- Reimburse travel expenses that have been incurred by District employees while traveling for school related purposes that have been authorized by the employee's immediate supervisor.

LATC Imprest Account

- Reimburse LATC employees for minor instructional costs incurred by the employee.
- Pay refunds due to LATC students.
- Pay for supplies or services that need consideration prior to the regular monthly Board meeting.

Business Office Account

- Reimburse District employees for minor instructional costs incurred by the employee.
- Pay for supplies or services that need consideration prior to the regular monthly Board meeting.

The Business Manager is authorized to approve payments of claims to the incidental accounts that are of similar nature to the purposes listed above.

Policy

Adopted: 5/12/92

Revised: 2/9/09; 5/22