

**BOARD OF EDUCATION
ENCUMBRANCE CLERK
(REGULATION)**

The encumbrance clerk of the Amber-Pocasset Board of Education shall keep the books and documents of the school district and perform such other duties as the board of education or its committees may require. The encumbrance clerk shall be bonded in the amount of \$1000.00.

No member of the board, superintendent, principal, treasurer, instructor or teacher employed by the board shall be eligible to serve as encumbrance clerk. However, the minutes clerk may serve as encumbrance clerk.

The encumbrance clerk shall not authorize payment of any bill or invoice until satisfactory receipt of the services or merchandise and unless said bill or invoice is properly supported by an itemized invoice clearly describing each item purchased, the quantity of each item, its unit price and its total cost. The bill or invoice shall be filed in the encumbrance clerk's official records

Before July 1, 2007, the district encumbrance clerk shall complete at least twelve (12) hours of instruction on school finance laws of this state, accounting, ethics, and the duties and responsibilities of a school district encumbrance clerk. A district encumbrance clerk hired after July 1, 2007, must complete this training within nine (9) months after employment as a district encumbrance clerk. In addition to these requirements, the district encumbrance clerk is required to complete a minimum of twelve (12) hours of continuing education every three (3) years.