

PAYMENT PROCEDURES

The School Committee is accountable to the public for safeguarding and spending with care the moneys that are appropriated to operate the school system. To assure proper and prompt payment:

1. All invoices, vouchers, etc., shall be checked for authorization, computations, and price, in the Business Office.
2. These invoices shall then be certified as correct by the Director of Finance and Operations, who shall have the authority to approve claims provided that they are within the adopted budget.
3. A schedule of payments shall be prepared for each budget account listing current bills to be paid. This schedule shall be signed by the Superintendent or by the Director of Finance and Operations. The majority of the members of the School Committee will vote to approve the warrants for signature by the Secretary of the Committee
4. The warrant and accompanying invoices shall then be forwarded to the Town Accountant for review and processing of payment.

The Superintendent will be responsible for assuring that budget allocations are observed and that total expenditures do not exceed the amount allocated in the budget for all items.

The school building administrators will be responsible for observing budget allocations in their respective schools.

Adopted: November 21, 2011

CROSS REF.: DKA, Payroll Procedures