

File: DK

PAYMENT PROCEDURES

All claims for payment from school department funds will be processed in accordance with applicable laws and regulations developed by the Superintendent. Payment will be authorized when invoices are supported by approved purchase orders, by properly submitted vouchers.

As an operating procedure, the Committee will receive warrants for payment from school department funds. The lists will be certified as correct and approved for payment by a quorum of the School Committee and then forwarded to the Town Accountant for processing and subsequent payment by the town treasurer. Actual invoices, statements and vouchers will be available for inspection by the School Committee.

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.

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

Legal Refs.: M.G.L. 41:52, Approval of Bills
M.G.L. 41:56, Warrants for Payment of Bills

Cross Ref.: DGA, Authorized Signatures

Revised: April 11, 2011