

Requesting a Check

1. Requests can be made by signature from members of the Leadership Team.
2. Supporting documentation should accompany the request such as:
 - a. Invoice
 - b. Preston standard explanation form (mileage, EAP tuition reimbursement, contractor time sheet.)
 - c. Other
3. Request should include budget year, accounting code, the date the check is required and any particular mailing instructions.
4. Summary Process: After receipt of request
 - a. Checks are prepared by the Business Office every two weeks for approval by the Board of Education Secretary after examination of the supporting documentation.
 - b. The Town Treasurer gives funding approval following signatures by the BOE Secretary and the Director of Finance.
 - c. The Business Office mails or releases checks immediately following Town Treasurer approval.
5. On occasions, and only with Superintendent approval, a check can be prepared