

## **PAYMENT PROCEDURES**

The School Board examines all claims against it, and when approved, authorizes and releases payment. The School Board may, by resolution, appoint an agent and deputy agent to perform the payment certification and approval functions. Any such agent or deputy agent must furnish a corporate surety bond, the premium of which shall be paid out of funds made available to the School Board.

Where payment is approved, the warrant shall be signed by the School Board Chair and countersigned by the City of Alexandria Director of Finance. The warrant shall be made payable to the person or persons, firm or corporation entitled to receive such payment.

The School Board will receive, each month, an expenditure report summarizing the expenses issued from Division funds.

Adopted: October 24, 1996  
Amended: July 10, 1997  
Amended: April 20, 2006  
Amended: May 5, 2016  
Amended: February 18, 2021

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-122 - 22.1-124.

Cross Refs.: DG Custody and Disbursement of School Funds  
DJB Petty Cash Funds  
DGD Funds for Instructional Materials and Office Supplies