

BARRE UNIFIED UNION SCHOOL DISTRICT
Barre City Elementary & Middle School
Barre Town Middle Elementary School
Spaulding High School

BUUSD – Central Office
August 17, 2022

Warrant Procedures

The purpose of this procedure is to ensure that the business of Barre Unified Union School District (BUUSD) will be conducted according to the BUUSD Fiscal Management and General Financial Accountability Policy (F20).

The Board shall, annually, authorize the Superintendent or his/her designee (Business Manager) to “examine claims” against the district for school expenses “accounts payables” and payroll.

Accounts Payable

The Board shall, annually, designate one representative and a back up representative to be available to examine claims against the district for school expenses and to sign warrants for payments for approved purchases and services. Their responsibility is to verify that the purchasing procedures are being followed.

An electronic version of the warrant is emailed to the Board on a weekly basis. It is sent to the Board members’ district-issued email addresses. Warrants and invoices will be available at the BUUSD Central office for review on Fridays between the hours of 8:00AM-10:30AM, unless otherwise agreed upon. If the designee has not reviewed the warrants/invoices by 10:30AM, or made other arrangements, the Business Office will proceed with processing the invoices for payment. Questions regarding the invoices should be directed to the Business Manager. In the event there is no weekly warrant, the Board will be notified as soon as possible. The invoices for the missed week will be included in the following week’s warrant.

The Administrators are authorized to oversee the Budget and approve invoices. The Superintendent and/or Business Manager are authorized to sign warrants.

In addition, the Treasurer of the BUUSD will also sign the warrants and checks.

Payroll

The Board shall, annually, authorize the Superintendent or Business Manager to sign Payroll warrants. In addition, the Treasurer of the BUUSD will also sign the warrants and checks.