

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

Paying for Goods and Services

A summary of all bills submitted for Board of Education payment shall be presented by the Superintendent at least monthly to the Chairman, Vice-Chairman, Secretary or Fiscal Management Committee Chairman for their approval. Exceptions to this procedure include charges for:

- a. insurance
- b. transportation (excluding field trips)
- c. gasoline, heating fuel and utility bills
- d. approved leases
- e. postage meter
- f. therapists under contracted services
- g. bills on which a discount of ten dollars (\$10) or more may be secured through rapid payment
- h. bills on which there will be a carrying charge of ten dollars (\$10) or more.

The above may be paid prior to submission for approval. Only two signatures of the above designated Board members are required for payment.

Legal Reference

Connecticut General Statutes  
10-248 Payment of School Expenses

**ADOPTED 8/31/00**

**REVISED \_\_\_\_\_**