

# Houston County Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term:  <b>Payment Procedures</b>	Descriptor Code: <b>2.810</b>	Issued Date: <b>07/08/13</b>
		Rescinds: <b>2.810</b>	Issued: <b>10/11/99</b>

## *Central Office*

The director of schools shall approve all claims for payment prior to their submission to the Board.<sup>1</sup> As operating procedure, the director of schools shall present to the Board each month a list of paid bills. The list will be supported by invoices and vouchers.

## *Individual Schools*

Schools may obligate themselves for the purchase of equipment, supplies, or services, provided payments are completed by June 30 of the current school year or a plan for future payments has been made by the principal and approved by the Board.

---

### Legal Reference:

1. TCA 49-2-206(b)(3)