

## PAYMENT PROCEDURES

Code **DK** Revised **12/12**

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Purpose: To establish the basic structure for payment of district obligations.

The superintendent will receive, hold in custody and expend all funds for daily operations as necessary and appropriate.

The district will make all payment for goods and services **only** under these conditions.

- against invoices, properly supported by authorized purchase orders as appropriate
- against properly submitted vouchers covering authorized expenses
- in accordance with salary schedules or salaries set by the board

Adopted 6/2/80; Revised 11/3/97; 12/3/12