

**Board of Trustees  
Douglas County School District**

**FINANCES**

**PAYMENT OF VALID OBLIGATIONS**

The Board directs the prompt payment for goods and services of valid district obligations. Each obligation of the Board shall be fully itemized and drawn up in the form of cumulative vouchers, and shall be reviewed and approved by the Board prior to payment.

Exceptions to this policy are noted in NRS 387.310 and designated as follows:

- a. If payment (e.g., for non-encumbered or travel related expenditures) is expedited to receive a discount or other savings which is related to the timeliness of payment; or
- b. If payment (e.g., for utilities) is expedited to avoid a service charge or other cost which is related to the timeliness of payment; or
- c. If payment (e.g., for a purchase order or contract) has been previously approved by the board of trustees at a public meeting.

Such exceptions shall be fully itemized and drawn up in the form of a special voucher, and shall be ratified by the Board at the next regularly scheduled meeting.

The Board directs the superintendent and the chief financial officer to prescribe the procedures by which the vouchers are prepared and submitted to the Board for approval, voucher sheets signed upon approval, and warrants issued.

See Administrative Regulations related to this Policy

Reference: NRS 387.310 – 387-325, NRS 386.290

Date Adopted: 03/11/14