

PAYMENT PROCEDURES

All claims for payment from District funds will be processed by the Treasurer. Payment will be authorized against invoices supported by approved purchase orders, with properly submitted vouchers, or in accordance with salaries and salary schedules approved by the Board.

As an operating procedure, the Board will receive lists of bills for payment from school funds each month. The lists will be certified as correct and approved for payment by the Treasurer. Actual invoices, statements, and vouchers will be available for inspection by the Board.

The Treasurer will be responsible for ensuring that appropriate allocations are observed and that total expenditures do not exceed the amount allocated in the appropriations at all items.

[Adoption date: August 6, 1991]

LEGAL REFS.: ORC 3313.18
3315.08
5705.41; 5705.412