Payment Procedures

Policy Information

Series D - Fiscal Management Payment Procedures

Policy# DK

FILE: DK

PAYMENT PROCEDURES

All claims for payment from school department funds will be processed in accordance with procedures developed by the Superintendent. Payment will be authorized against invoices properly supported by approved purchase orders, with properly submitted vouchers, or in accordance with salaries and salary schedules approved by the School Committee.

As an operating procedure, the Committee will receive lists of bills for payment from school department funds. The Committee designates the chair as the person responsible for the review and approval of the warrants as correct and approved for payment. In the absence of the chair, a roll call vote to approve a temporary designee may be required. Warrants then will be forwarded to the municipal auditor for processing and subsequent payment by the municipal treasurer. A record of this action will be made available to the Committee on the agenda of the next regular meeting. Actual invoices, statements, and vouchers will be available for inspection by the School Committee.

The Superintendent or designee will be responsible for assuring that budget allocations are observed and that total expenditures do not exceed the amount allocated in the budget for all items.

Policy References:
MASC Policy
M.G.L. 41:41; 41:52; 41:56

CROSS REF: DGA, Authorized Signatures

Adoption Date: 8/2/2000; Reviewed/Adopted: 8/14/2019; Revised 4/5/2023
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