

PAYMENT PROCEDURES

No payment for goods or services shall be made without an original, itemized invoice showing the name of the person or firm to whom payment is due. Payment for a pre-pay advance or reimbursement of expense shall be made on a pre-payment form, submitted with an original invoice or receipt, and signed by an individual authorized by the Board of Education. Payment for goods or services obtained with the use of a purchase order shall be made from an original, itemized invoice showing the name of the person or firm to whom the payment is due and for which a receiving record has been established. The invoice, receiving record, and purchasing order, if any, will be reviewed to ensure they are in agreement.

Any purchase order, invoice or other obligation of a contract, verbal or written, which requires expenditures in excess of amounts appropriated therefore shall be void and no School District moneys shall be paid thereon.

Adopted prior to 1985
Revised August 17, 1988
Revised July 8, 1998
Revised May 2, 2018