

Business and Non-Instructional Operations

Payment for Goods and Services

The Superintendent, or his/her designee, shall be authorized to approve for payment the current or budgeted obligations of the school district.

A report of these expenditures shall be made at the regular meetings of the Board.

Legal Reference: Connecticut General Statutes

10-248 Payment of school expenses.

Policy adopted: April 27, 2000

MARLBOROUGH PUBLIC SCHOOLS
Marlborough, Connecticut

Business and Non-Instructional Operations

Payroll Procedures and Authorized Signatures

The Superintendent or designee shall supervise the preparation of all payrolls. S/he shall certify payments for periods of approved absence in accordance with adopted policies of the Board of Education. The bookkeeper shall be authorized to make all deductions from each individual's pay as required by local, state, or federal regulations and any other deductions authorized by the individual and approved by the Board of Education. Each payroll and other orders for the payment of expenses by the Town Treasurer on behalf of the Board of Education shall be signed by the Superintendent or the Superintendent's designee.

Legal Reference: Connecticut General Statutes
 10-248 Payment of school expenses.

Policy adopted: April 27, 2000

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Emergency Expenditures

All emergency expenditures shall have the approval of the Superintendent. When possible, the Superintendent shall communicate with the Board Chairman and appropriate committee personnel concerning emergency expenditures. Such expenditures over \$1,000 shall be reported by the Superintendent to the Board of Education at the next meeting of the Board.

An emergency expenditure is one which is not included in the current budget, either specifically or within an amount approved for a type, class, or kind of expenditure within a budget line item, or which exceeds the amount budgeted in a particular line item.

Legal Reference: Connecticut General Statutes

 10-222 Appropriations and budget

 7-248 Payment of school expenses.

Policy adopted: April 27, 2000

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