

## **Business/Non-Instructional Operations**

### **Paying for Goods and Services**

The Board of Education authorizes the Superintendent or designee to approve for payment the current 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:       September 22, 2005

NEW LONDON PUBLIC SCHOOLS  
New London, Connecticut

## **Business/Non-Instructional Operations**

### **Paying for Goods and Services**

All suppliers should render invoices in duplicate for materials, supplies, services, and equipment after delivery to the school. All invoices and/or packing slips should be reviewed for accuracy, signed by the originator of the order and submitted to the Business Office for payment.

In instances of a partial shipment, an invoice for the merchandise that has been delivered and the signed copy of the delivery receipt must be submitted for payment.

An invoice and/or packing slip to be submitted to the Business Office for approval for payment shall qualify when the following conditions are met:

1. It bears the description and price of the items specified on the purchase order, less any allowed discounts.
2. All extensions and totals have been checked for accuracy.
3. It has the approval of the business administrator.

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

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### **Payroll Procedures and Authorized Signatures**

The Superintendent of Schools or designee shall supervise the preparation of all payrolls. He or she shall certify payments for periods of approved absence in accordance with adopted policies of the Board of Education. The payroll clerk 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.

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

Policy adopted:        September 22, 2005

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