

BARRE UNIFIED UNION SCHOOL DISTRICT

Barre City Elementary & Middle School

Barre Town Middle Elementary School

Spaulding High School

BUUSD – Central Office

Revised 7/5/23

Warrant Procedures

The purpose of this procedure is to ensure that the business of Barre Unified Union School District (BUUSD) will be conducted according to the BUUSD Fiscal Management and General Financial Accountability Policy (F20).

The Board shall, annually, authorize the Superintendent, Business Manager and Assistant Business Manager to “examine claims” against the district for school expenses “accounts payables” and payroll.

Accounts Payable

An electronic version of the warrant is emailed to the Board on a weekly basis, using their district-issued email addresses. In the event there is no weekly warrant, the Board will be notified. The invoices for the missed week will be included in the following week’s warrant. **Questions regarding the warrant should be directed to the Business Manager and AP Accountant.**

The Administrators are authorized to oversee their Budget and approve invoices. The AP Accountant will review all invoices to ensure they are properly authorized and will initial the warrant before it is sent to the Board. The Business Manager will review the invoices and sign the warrant for payment. When the Business Manager is not available, the Assistant Business Manager or the Superintendent will sign the warrant. The warrants will be reviewed and authorized at each Board meeting.

Payroll

The Board shall, annually, authorize the Superintendent, Business Manager, or Assistant Business Manager to sign Payroll warrants.