

REGIONAL SCHOOL DISTRICT PAYMENT PROCEDURES

All claims for payment from the North Middlesex Regional School District's 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 monthly lists of bills (warrants) for payment from school department funds. The lists will be certified as correct and approved for payment by the School Committee or by a subcommittee of no less than 3 members. Actual invoices, statements, and vouchers will be available for inspection by the School Committee upon request.

LEGAL REFS.: M.G.L. 41:41; 41:52 41:56; 71:16A

SOURCE: MASC 2021

Adopted by the NMRSD School Committee:

Original Adoption:

Informational Review: 02/09/2022

NMRSD First Vote: 03/07/2022

NMRSD Adoption: 04/11/2022
