

Descriptor Term: PAYMENT PROCEDURES

Descriptor Code: DJEJ

Rescinds: DJEJ

Board Approved: 9/10/2018

Previously Approved: 7/13/2009

This school board has the power, authority and duty to make orders directed to the superintendent of schools for the issuance of pay certificates for lawful purposes on any available funds of the district and to have full control of the receipt, distribution, allotment and disbursement of all funds provided for the support and operation of the schools of such school district whether such funds be derived from state appropriations, local ad valorem tax collections, or otherwise.

All bills and expenditures for any budgeted item will require approval by the Board of Trustees. Budgeted expenditures that may be paid prior to board approval include travel reimbursements, travel advances including but not limited to registrations, hotels, etc., utilities, invoices that result in a discount for early payment, invoices approaching or over 45 days old, athletic officials, and other items determined to be time sensitive in nature as advised by the Chief Financial Officer. These payments will be ratified by the board at the next regularly scheduled meeting.

All budgeted salaries, benefits and salary withholdings of Gulfport School District will be paid by direction of the Superintendent and without action by the Board. The payment of all non-budgeted salaries and wages will require prior approval of the Board.

The school district employs a school business officer/administrator whose qualifications meet the criteria established by the Mississippi Department of Education and whose primary job responsibilities are conducting, supervising, and/or directing the financial affairs and operations of the school district. (SB Policy GBBA)

LEGAL REF.: MS Code as cited

*Mississippi Public School Accountability Standards*

CROSS REF.: Policies DJC - Payroll Procedure

DJE-E - Purchase Law Policies

DJEA - Purchasing Authority

DJEG - Purchase Orders and Contracts