

## **PAYMENT PROCEDURES**

All claims for payment from school department funds will be processed in accordance with regulations 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 or by the School Committee Chair during a town declared State of Emergency.

As an operating procedure, the Committee will receive monthly lists of bills for payment from the school department funds. The lists will be certified as correct and approved for payment by the School Committee and then forwarded to the Town's Treasurer for processing and payment. Actual invoices, statements, and vouchers will be available for inspection by the School Committee.

The Superintendent will be responsible for assuring that budget allocations are observed and that total expenditures do not exceed the amount allocated in the budget for all items, following the Budget Transfer policy (DBJ).

The school building administrators will be responsible for observing budget allocations in their respective schools.

LEGAL REFS.: M.G.L. 41:41; 41:52; 41:56

CROSS REF.: DBJ, Budget Transfer Authority

Updated: 5/6/2020