

PAYMENT PROCEDURES

Code **DK** Issued **8/05**

Purpose: To establish the basic structure for payment of district obligations.

The superintendent is responsible for receiving, holding in custody and expending all funds.

The superintendent shall not expend more funds than are anticipated to be received in the fiscal year unless authorized by the board through utilization of available reserves or unless resources are made available through other legal means.

The operational organization shall make payment for goods and services **only** under these conditions.

- against invoices, properly supported by authorized purchase orders
- against properly submitted vouchers covering authorized expenses
- in accordance with salary schedules or salaries set by the board

Adopted 8/8/05

Legal references:

- A. S. C. Code, 1976, as amended:
1. Section 11-1-40 - Unlawful to contract in excess of appropriate amount and to divert current funds for payment of prior obligations.
 2. Section 59-19-80 - All employment and purchase contracts require board approval.
 3. Section 59-19-290 - All contracts in excess of apportioned funds are void.