

SALEM SCHOOL SYSTEM  
Salem, Connecticut

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

PAYROLL PROCEDURES AND AUTHORIZED SIGNATURES

The Superintendent of school or designee shall supervise the preparation of all payrolls. He/she shall certify payments for periods of approved absence in accordance with adopted policies of the Board of Education. The Superintendent or designee shall be authorized to make all deductions from each individual's pay as required by local, state or federal regulation and any other deductions authorized by the individual and approved by the Board of Education. Each payroll and other orders for the payment of expenses by the town treasurer on behalf of the Board of Education shall be signed by the Board of Education's designee.

Legal reference: Connecticut General Statutes: 10-248 Payment of school expenses.

Policy Adopted: September 8, 1998