

RSU #63

- a. **NEPN/NSBA Code:** **DK**
- b. **Title:** **Payment Procedures**
- c. **Author:**
- d. **Replaces Policy:**
- e. **Date Approved:** **12/14/2020 RSU #63**
- f. **Date Previously Approved:** **12/16/2013**
- g. **Policy Expiration:** **Review as Needed**
- h. **Responsible for Review:** **Board of Directors/Superintendent**
- i. **Date Reviewed:** **12/14/2020 Board of Directors**
12/03/2020 Superintendent
- j. **References:** **Policies BBA, BBAA**
- k. **Narrative:**

The RSU #63 Board of Directors (the Board) will approve, in advance, all disbursements from district accounts except those for amounts owed under contracts previously approved by the Board, and those for which the district will receive a discount or advantage for prompt payment.

- I. As an operating procedure, the Warrant Officers will receive each month (or more often) from the Superintendent or their designee lists of bills for payment from the appropriate account. Purchase orders, invoices, and vouchers properly certified and approved with respect to materials or services received or expenses incurred will support these lists. The Warrant Officers will check the invoices and vouchers against the computer lists and the prepared checks. The Warrant Officers will discuss questionable items, if any, in the listings; make changes, if deemed necessary; and approve the bills for payment. The Warrant Officers will sign each Warrant and forward it to the Business Manager as authorization for mailing the checks out for payment.