

Business Services Operations

Business Manager – Disbursement of Funds

Pursuant to NDCC 15.1-07-12, the District adopts the following policy for disbursement of monies by the Business Manager.

The Business Manager is authorized and directed to disburse District monies for the payment of District obligations as they may be incurred. The Business Manager is authorized to:

- Authorize, create and approve negotiable instruments;
- Use credit or debit cards;
- Make payment of invoices;
- Direct and control the use of petty cash;
- Use electronic payments; and,
- Use facsimile signatures.

The Board's Planning Committee shall provide oversight and periodic review of the Business Manager's exercise of this authority and shall report to the Board from time to time as it may deem appropriate on the effectiveness of this policy. These practices, procedures, and controls are to be reviewed by the external auditor.

Please also see AP 3510 General Internal Control Policy.

Financial Reports to the School Board

A financial report will be presented each month to the school board for approval. The report will be itemized and include the budget and amounts expended.

Adopted 10/25/05
Reviewed 7/23/13
Revised 8/2017
Revised 10/2021
Reviewed 6/2025