

Title: Payment of Claims for Goods and Services - Regulation

The Board of Directors authorizes the issuance of payment for claims against the school district for goods and services in accordance with this policy. The Board will allow the payment only after the goods and services have been received and accepted in compliance with Board policy. A sampling of the claims may be reviewed by the Board.

It is the responsibility of the Board secretary to examine the claims and verify bills and determine to the secretary's satisfaction that the claims presented to the Board are in order and are legitimate expenses of the school district. The Board authorizes the Board secretary, upon approval of the superintendent, to issue payment for such verified bills, for reasonable and necessary expenses. Each payment will be made payable only to the person performing the service or presenting the verified bill, and must state the purpose for which payment is issued. The Board will approve the bills at its next meeting and the approval of the bills will be entered in the meeting minutes.

The Board president and Board secretary may sign payments by use of an original or facsimile signature.

Approved: May 21, 1991

Reviewed: Apr. 9, 2001
June 25, 2019
July 22, 2025

Revised: Feb. 13, 2007
April 26, 2011