

PAYMENT PROCEDURES

All claims for consideration of payment from the district funds are due in the office of the business manager by 12:00 noon on the day of the regular board meeting. This will give ample time for the business manager to post the claim and the Board of Education to review said claim. For audit purposes, the district shall not deviate from this time schedule.

Payment will be authorized against invoices properly supported by approved purchase orders, against properly submitted vouchers, or in accordance with salaries and salary schedules set by the Board.

A list of accounts payable, including payroll lists, will be certified by the superintendent and approved by the Board. Each registered warrant will be signed by the Board president and the business manager will sign the endorsement statement. Actual invoices, statements and vouchers will be available for Board inspection.

The superintendent and the Board of Education will assume responsibility for assuring that budget allocations are observed and that the total expenditures do not exceed the amount allocated in the budget for all items.

Adopted: November 12, 2001

Amended: February 19, 2007

LEGAL REFS.: SDCL 13-18-9 through 13-18-13