

	GROTON AREA SCHOOL DISTRICT 06-6	NEPN Code: DK
	POLICIES AND REGULATIONS	

PAYMENT PROCEDURES

All claims for payment from district funds will be processed by the business manager. Unless otherwise approved in advance, the deadline for submitting invoices or vouchers for payment shall be the first Monday of the month. Payment will be authorized against invoices properly supported by approved purchase orders or requisitions, against properly submitted vouchers with sufficient information to insure legitimate payment, or in accordance with salaries and salary schedules set by the Board.

List of accounts payable, including payroll lists, will be certified by the business manager 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 review.

The business manager will assume responsibility for assuring that budget allocations are observed and that total expenditures do not exceed the amount allocated in the budget for all items. The school principals will be responsible for observing budget allocations in their respective schools. Each will also serve as custodian of the activity accounts in his respective school and will be responsible for their proper handling and expenditures.