

## **PAYMENT PROCEDURES**

The School District Treasurer shall be responsible for all disbursements of District funds. Payment of any claim against the school district shall be made in accordance with the following:

1. The claim is the result of an authorized purchase.
2. The receipt of goods or services for which the claim has been submitted is verified by an authorized employee of the District.
3. The claim is calculated properly and complies with any applicable contractual agreement.
4. The claim is approved by the Internal Claims Auditor.
5. An authorized agent shall give rise to the claim prior to payment.
6. Proper accounting procedures are assured.

The School Business Manager shall establish the necessary procedures for the prompt, efficient and responsible processing of claims for payment.

Adoption date: March 5, 2013