

Policy #: 673

SCHOOL DISTRICT OF WEBSTER

Date Adopted: August 19, 1986

Date Revised: November 24, 2014

Policy Title: Payment Procedures

PAYMENT OF VOUCHERS

All vouchers are to be approved by the School Board prior to payment, except as otherwise provided. Vouchers may be paid prior to specific Board approval only under the following conditions:

- A. Vouchers which allow a discount for payment prior to a specified date or a penalty for payment after a specified date may be paid prior to Board approval when deemed reasonable by the district administrator.
- B. Utility and/or heating vouchers may be paid on or before the specified due date.
- C. Vouchers calling for prepayment of contracted services may be paid for those services approved by the Board at a prior date.
- D. All purchases made by authorized school personnel shall have the signature of the District Administrator or designated Principal.

Cross Reference:

Legal Reference: