

PAYMENT PROCEDURES

All claims for payment from school district funds will be processed by the Superintendent. Payment will be authorized against invoices supported by approved purchase orders, with properly submitted vouchers, or in accordance with salaries and salary schedules approved by the Board.

As an operating procedure, the board will receive lists of bills paid from school funds each month. The lists will be certified as correct. Actual invoices, statements and vouchers will be available for inspection by the board.

The treasurer will be responsible for assuring that appropriate allocations are observed and that total expenditures do not exceed the amount allocated in the appropriations at all items.

ATHLETIC CHECKING ACCOUNT

An impress checking account shall be maintained by the athletic director to facilitate payment for services rendered for athletic contests. This account shall be limited to \$2,000.00 and shall be reconciled every month or sooner. The athletic director shall be limited to \$200.00 per check with a two check maximum for any expense.

Adoption Date: January 11, 1995

LEGAL REFS.: ORC 3313.18
3315.08; 3315.51
5705.41; 5705.412