

Amity School District 4J

Code: **DK**
Adopted: 4/11/90

Payment Procedures

All claims for payment from district funds will be processed by district office personnel. Claims for payment shall be checked against the record of deliveries or services rendered. Payment will be authorized against invoices properly supported by approved purchase orders, with properly submitted vouchers, or in accordance with salaries and salary schedules approved by the Board.

The superintendent or his/her designee shall prepare a monthly list of the bills due and payable for the purchase of supplies and services to maintain the normal operation of the district within the budget amounts. After appropriate administrative review and district Board approval when required, the outstanding bills will be paid monthly or when due. The superintendent shall be responsible for the accuracy of all bills and vouchers.

The monthly list of bills due and payable shall be maintained as an official school district document.

Payment for orders by school personnel for supplies or equipment of any nature not supported by a purchase order signed by the appropriate administrator may be the responsibility of that staff member making the order.

The superintendent will be responsible for assuring that budget allocations are observed and that total expenditures do not exceed the amount allocated in the budget.

END OF POLICY

Legal Reference(s):

[ORS 294.305 - 294.565](#)

[ORS 328.460](#)