

## **PAYMENT PROCEDURES**

All claims for payment from School Department funds will be processed in accordance with procedures developed by the Superintendent. Payment will be authorized for invoices properly supported by approved purchase orders, with properly submitted vouchers, or in accordance with salaries and salary schedules. The School Committee may designate one member to approve all bills, drafts, orders, and payrolls, provided that member makes available a record of such actions to the full Committee at the Committee's next meeting.

As an operating procedure, the designated Committee member will regularly receive lists of bills for payment from Department funds. The lists will be certified as correct by the Department and approved for payment by the Committee or its designee and then forwarded to the Town Accountant for processing and subsequent payment by the Town Treasurer. Actual invoices, statements, and vouchers will be available for inspection by the Committee.

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 for all items.

Building and District administrators will be responsible for observing budget allocations in their respective areas.

LEGAL REFS.: M.G.L. [41:41](#); [41:52](#); [41:56](#)