

POLICY

2007

Fiscal Management

PAYMENT PROCEDURES

The Claims Auditor will prepare, a list of accounts payable to be presented to the Board of Education at any special or regular meeting. The list will be delivered to each Board member at least 24 hours prior to the meeting.

All vouchers submitted to the Board for review will have been audited, signed, and approved for payment by the internal claims auditor.

All bills, accounts, or claims against the Board must be filed with the District Clerk on or before Monday of the week they are to be submitted to the Board for review.

Ref: Education Law §§ 1709(20-a); 1718-1720

Adoption date: July 2003

Revised/Adopted: 9/26/07