

## **INVOICE PAYMENT**

The Business Manager, under the administrative supervision of the Superintendent, shall be responsible for the processing of demands for payment from School Department funds. Such demands must be supported by invoices, approved purchase orders, signed vouchers or salary schedules as approved by the Board.

Lists of accounts payable, including payroll, shall be certified by the Superintendent or Business Manager and approved and signed by the Board's Finance Committee on a bi-monthly (twice per month) basis. Actual invoices, purchase orders, and vouchers shall be available for Board inspection.

Lists of accounts payable shall be forwarded to the City Treasurer for payment.

The Superintendent/Business Manager shall be responsible for ensuring that budget allocations are respected and that total expenditures do not exceed the amount allotted in the budget.

The Superintendent/Business Manager may develop and implement detailed payment procedures to ensure timely and accurate payment of invoices, payroll and other demands.

Adopted: August 8, 2012