

**FILE: DK**

## Payment Procedures

All claims for payment from school department funds will be processed against invoices properly supported by approved purchase orders, with properly submitted vouchers, or in accordance with payroll approved by the School Committee.

As an operating procedure for vendor warrants, a majority of the School Committee members shall sign lists of bill for payment from school department funds. The lists will be approved for payment by the School Committee and then forwarded to the Town Hall for processing and payment. Actual invoices, statement, and vouchers will be available for inspection by the School Committee.

As an operating procedure for payroll warrants, the School Committee's chairperson, vice chairperson, secretary, and delegated members are authorized to sign the warrants.

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.

The school building administrators will be responsible for observing budget allocations in their respective schools.

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

ADOPTED: December 5, 1988

Amended: January 9, 2017