

## **PAYMENT PROCEDURES**

The Board will approve in advance all disbursements except those for amounts owing under contracts previously approved by the Board, those for which by prompt payment the district will receive a discount or other advantage, and those made from the imprest fund.

As an operating procedure, the Board will receive each month from the business office lists of bills for payment from the district funds, which lists will be supported by invoices and vouchers properly certified and approved with respect to materials or services received or expenses incurred. The Board will discuss questionable items, if any, in the listings, make changes, if any are deemed necessary, and approve the bills for payment.

Adopted: 8/9/10