

PAYMENT PROCEDURES

All claims for payment from school district funds will be processed by the Treasurer. Payment will be authorized against invoices supported by approved purchase orders, with properly submitted vouchers, or in accordance with salaries and salary schedules approved by the Columbia Board of Education.

As an operating procedure, the Board will receive each month lists of checks for payment from school funds. The lists will be certified as correct and approved. Actual invoices, statements and vouchers will be available for inspection by the Board.

The treasurer will be responsible for assuring that appropriate allocations are observed and that total expenditures do not exceed the amount allocated in the appropriations at all times.

Adopted: January 18, 1989

LEGAL REFS.: ORC 3313.18
3315.08; 3315.51;
5705.41; 5705.412