

## REEDSPORT SCHOOL DISTRICT

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POLICY: PAYMENT PROCEDURES

CODE: DK

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

Actual invoices, statements and vouchers will be available for Board inspection on request.

The clerk will be responsible for assuring that budget allocations are observed and that total expenditures do not exceed the amount allocated in the budget.

Shipments of instructional materials, supplies, equipment, etc., are to be checked for compliance with the order, for damage in shipment, for completeness and submitted to the business office before payment can be made.

END OF POLICY

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Legal References:   ORS 294.305 - 294.520 Local Budget Law  
                          ORS 328.441

Adoption:       7/14/87  
Revised:        7/11/90  
Revised:        10/21/98  
Original Code:EAD

Policy6/DK  
ck/9/8/98