

Payment Procedures

All expenditures for budgeted items except salaries, shall be authorized for payment by the superintendent or a designee of the Board of Education and ratified by the Board at its regular monthly meeting.

All budgeted salaries and wages of employees of the district shall be paid by direct deposit under the direction of the superintendent and without further action by the Board. Personnel may expect their pay on the 25th of each month. Payroll cutoff will be the second (2nd) Sunday of the month.

The payment of all non-budgeted salaries and wages shall require prior approval of the Board.

The superintendent shall be authorized to issue written regulations covering the payment of bills. Such regulations shall be reviewed periodically by the Board.

Adopted:	December 10, 2002
Revised:	December 13, 2005
Amended:	May 9, 2017
Reviewed:	January 12, 2021