

## **Payment Procedures**

All bills and expenditures for any budgeted single item which do not exceed \$1,500, except salaries, shall be authorized for payment by the superintendent or a designee of the Board of Education.

All bills and expenditures for any budgeted single item which exceeds \$1,500, except salaries, and all bills and expenditures for any single item for any amount of money which has not been budgeted shall be paid only after authorization and approval by the Board.

All budgeted salaries and wages of employees of the district shall be paid in a timely manner by direction of the superintendent and without further action by the Board. The payment of all non-budgeted salaries and wages shall require prior approval of the Board.

The above provisions shall not apply to capital reserve fund expenditures.

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

Adopted: February 16, 1993

Revised: November 2003