

# HORTONVILLE AREA SCHOOL DISTRICT

**Title:** Payment Approval Procedures

**Date Adopted:** 2/28/94

**Policy No.** 10041

**Date Revised:**

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**Policy Statement:**

It shall be the policy of the Hortonville Area School District to use internal accounting practices that assure School Board approval of all expenditures and provide the necessary monetary controls that prevent unauthorized disbursements.

All goods or services received must be accepted by an authorized employee of the District, before payment can be approved. No payment for goods or services shall be made unless supported by the following documentation:

1. An approved purchase order to originate the invoice, and/or
2. An itemized invoice bearing the signature of an authorized school employee. Invoices are to be approved by the School Board prior to payment. Invoices that may be paid prior to the Board approval include:
  - a. payments that must be made in order to comply with the statutory requirement to pay within thirty days,
  - b. invoices that allow for a discount, if paid by a certain date,
  - c. invoices which call for payment by a certain date,
  - d. pre-payment invoices for services, and
  - e. payments authorized by the District Administrator or Director of Business Services based upon the appropriateness of the request.

Due to the statutory requirements as already noted and in an attempt to run an efficient business office, all checks on hand may more often than not, be released prior to official Board approval.

The School Board approval of expenditure payments will be completed in the following manner. The Treasurer and Clerk shall review all current invoices (through the check listing if they so choose) that have not been approved prior to the Board meeting. At the regularly scheduled Board meeting, the Treasurer and Clerk shall recommend approval of all invoices which they have reviewed and approved of. Upon Board approval, the check numbers will be noted in the minutes of the Board meeting, and the check listing will be filed in the Business Office for at least a period of one year.

**Rationale:**

**Scope:** *District-wide*

**Responsibility:** Director of Business Services

**Implementation:**

1. -----

**Associated Information:** Board Policy #10031

President \_\_\_\_\_ Date \_\_\_\_\_

Clerk \_\_\_\_\_ Date \_\_\_\_\_