

## Payment Procedures

The Superintendent shall present bills for payment at an official Board meeting for approval.

Copies of invoices and the list shall be available for Board members to review in the Finance Office.

In order to pay bills on a timely basis and to take advantage of certain discounts and avoid certain fees, the Superintendent is authorized to pay bills (e.g. employee travel reimbursement and payroll related items) within the approved budget at his discretion prior to Board approval; said payments being subject, of course, to subsequent approval by the Board.

Amended: July 22, 1991

Amended: April 9, 2015

Reviewed: February 6, 2020

Reviewed: December 5, 2023