



Code 305
Payment Procedure

Adopted: December 17, 2009
Revised: September 2013

PAYMENT PROCEDURE

All invoices will be paid on the following conditions as established by Report #04-01 conducted by the State Board of Education's Performance Auditor in 2004.

1. Carbon School District's clerk who pays all vendor bills will insist that all receipts and invoices are provided with all requests for payments. Without said receipts or invoices, no payment should be made, and the director of SESC notified. It should be an expectation of the clerk to require signatures of approval on all pages of each invoice. A signature stamp is not acceptable. It is also expected that a periodic review of the payment process be conducted by Carbon's business administrator or designee.
2. The Carbon School District business office shall provide monthly actual-to-date expenditures for each program at SESC so that payments may be tracked by SESC Program Specialists and Executive Board members.
3. The SESC Executive Board will authorize and approve the check warrants reports at their scheduled meetings. This report will consist of current checks issued.

Any claim for reimbursement must include receipts, proper documentation, and a description of the transaction. All claims must be reviewed and signed by the SESC director. A stamped signature will not be accepted.

Any reimbursement claim or invoice exceeding \$5,000.00 must have prior approval by the SESC Executive Board before payment can be made.