

NORTHERN LEBANON SCHOOL DISTRICT

SECTION: FINANCES

TITLE: PAYMENT OF CLAIMS

ADOPTED: May 12, 1987

REVISED: June 8, 1999

| 616. PAYMENT OF CLAIMS | |
|--------------------------------------|---|
| 1. Purpose | It is the purpose of the Board to effect the prompt payment of bills, but at the same time to ensure that due care has been taken in the review of such bills. |
| 2. Authority SC 439, 607, 1155 | Each bill or obligation of this Board must be fully itemized, verified and passed upon by the Board before a check can be drawn for its payment, except that the Secretary is permitted to draw payment orders for the following accounts. <u>Payment of Accounts</u> The President, Secretary and Treasurer are authorized to pay all accounts for fixed charges such as salaries, gas, electricity, telephone, rentals and freight when due provided that funds are available, and further provided such items shall be reported at the next regular meeting of the Board. All other bills shall be first approved by the Board. Payment shall be by voucher signed by the President and Secretary and approved by the Treasurer for payment by the depository. |
| SC 427, 439 | Payments may be made between Board meetings when this is advantageous to the district as prescribed by the School Code. |

| | |
|---|---|
| <p>3. Delegation of Responsibility SC 427, 433</p> <p>4. Guidelines Act 276 of 1974</p> | <p><u>Signing of Checks</u></p> <p>Payment of bills shall be made by the Treasurer on the drawing of voucher checks signed by three of the following:</p> <ol style="list-style-type: none">1. Treasurer.2. Secretary.3. Director of Business Affairs.4. President or the Vice-President. <p>Two signatures shall be those of Board members.</p> <p>The correct signatures shall be applied either by hand or machine. No check shall be made out to cash.</p> |
|---|---|