

Payment Procedures

All demands for payment from district funds, including activity funds, will be processed in the business office. Payment will be authorized by invoices supported by approved purchase orders, against approved vouchers, or in accordance with salaries and salary schedules set by the Board.

Lists of accounts payable by fund, including payrolls, will be certified by the Superintendent and approved by the Board. Invoices, statements, and vouchers will be available for Board inspection.

All warrants drawn on district funds must bear the signatures of the clerk or treasurer and chairperson of the Board. Electronic transfers will be listed on accounts payable lists presented for Board approval. Prenumbered checks will be used for each district fund.

A list of warrants over \$500 will be published in a newspaper of general circulation in the county within 30 days of the meetings at which the warrants were approved. Individual warrants for salary payments need be published only once in the spring before contracts are renewed.

Adopted: Date of Manual Recodification

Revised: November 8, 2011

LEGAL REFS.: W.S. 9-9-101 through 9-9-105; 21-3-110(a)(ii), 21-3-113
Wyoming Education Policies Manual, code DL

CROSS REF.: DJF-R Purchasing Procedures