Port Orford-Langlois School District 2CJ

Code: DK
Adopted: 9/1/87
Readopted: 6/8/04; 11/14/11
Orig. Code(s): DK

Payment Procedures

OSBA has removed this policy from its samples. These procedures are usually included in the CBA or internal HR systems.

All claims for payment from district funds will be processed by the superintendent or designee in conformance with the Internal Controls Manual. Payment will be authorized against invoices properly supported by approved purchase orders, or in accordance with salaries and salary schedules approved by the Board.

As an operating procedure, the Board will receive each month lists of bills for payment from district funds. The lists will be certified as correct and approved for payment by the Board. Actual invoices, statements and vouchers will be available for inspection by the Board, if requested.

The superintendent or designee will be responsible for assuring that budget allocations are observed and that total expenditures do not exceed the amount allocated in the budget for all items.

END OF POLICY

Legal Reference(s):

ORS 294.305 - 294.565 ORS 328.460