

**PAYMENT FOR GOODS AND SERVICES**

The Superintendent or designee may authorize payment only for those goods and services that have been approved or ratified by the School Board.

The Superintendent or designee may make advance payment if a decrease in cost is possible or if the material is unavailable to the district without advance payment.

The Superintendent or designee may pay invoices in excess of previously approved purchase order amounts without further Board approval when the excess amount represents sales tax, transportation charges, or charges made for the detention of a shipment during loading or unloading.

*Reviewed 10/2014*

*Reviewed 2/2021*