

Book Policy Manual
Section For Board Review - Vol. 28, No. 2
Title Copy of PAYMENT OF INVOICES
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6470 - PAYMENT OF INVOICES CLAIMS

The Board ~~of Education~~ directs the prompt payment of legitimate invoices claims by suppliers of goods and services to the School District.

Each bill or obligation of this Board must be itemized fully, and verified before payment may be issued. ~~a warrant can be drawn for its payment.~~

When an invoice is received, the Business Manager shall verify that a check voucher or record of electronic payment is submitted properly, that acceptable goods were received or satisfactory services rendered, that the expenditure is included in the Board's budget and funds are available for its payment, and that the amount of the invoice is correct. Each verified invoice claim is to be paid within thirty (30) days.

All payments shall be submitted for Board review in the form of a listing that includes the vendor name; the number and amount of the check; and the description of the item.

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Legal 66.0607, 66.0135, Wis. Stats.

Last Modified by Jennifer Hagemann on October 16, 2019