

Policy DJEJ: Payment Procedures

Status: DRAFT

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In addition to prepayments laid out in Policy DK—Student Activities Fund Management and Policy DJDAA—Travel Reimbursements, the Superintendent and School Business Manager are authorized to release payment warrants to vendors prior to school board approval under the following circumstances:

1. Payments on contractual obligations approved by the board if the contract includes specific deposit/payment/invoice terms
2. Public utility bills
3. Postage up to \$500 per school or department
4. Fuel reimbursements up to \$250 per employee when using a school vehicle
5. Grant fund expenses that require payment in order to meet liquidation deadlines, not to exceed approved grant amounts, and only after goods have been delivered or services have been rendered
6. Instances where the period between verification of invoice and the next board meeting is greater than 45 days {MS 31-7-305(2)}
7. Vehicle title and tag fees

The Superintendent and Business Manager should use discretion with the goal to limit the number of prepayments each month. Discretion should consider whether proper planning was performed, whether the circumstances were unexpected and/or outside of the district's control, and ramifications if prepayment is not made. All prepayments will be ratified by the school board at the next regularly scheduled meeting.
