

## PAYMENT PROCEDURES

All bills and requests for payment must be processed through the business office. The business office shall audit and check all bills, payrolls and claims against the District before they are presented to the Board for approval.

The Board shall survey and review all payments made within the District each month. Accounts payable checks will be honored for no longer than one (1) year from the date of issue.

Disbursements shall normally be made by check prepared and mailed by the business office directly to the vendor of goods or services. In the event that it is necessary for a school employee to spend personal funds for goods or services used by the District, he/she may be reimbursed when the expense is preapproved by administration and a receipt for money spent is filed with the business office.

The district administrator shall be authorized to disburse funds between regular Board meetings for utilities and all discount bills.

LEGAL REF.: 120.12(1) - Wisconsin Statutes

CROSS REF.: 661.1 - Authorized Signatures  
671.1 - Expense Reimbursements

**APPROVED:** April 28, 1981  
October 9, 1985  
April 29, 2013  
January 15, 2018  
**APRIL 22, 2019**