

BIG HORN COUNTY SCHOOL DISTRICT NUMBER ONE
Box 688
Cowley, Wyoming 82420
POLICIES AND REGULATIONS
File: DK

PAYMENT PROCEDURES

All demands for payment from district funds shall be processed in the superintendent's office and submitted by the superintendent to the Board for approval.

Before payment can be made, and invoice can be made, an itemized invoice, together with documentation that the materials were received in good condition, or the service was performed satisfactorily, must be on file in the superintendent's office.

Lists of accounts, including payroll lists, shall be certified by the superintendent and approved by the Board. Actual invoices, statements, and vouchers shall be available for Board inspection. A list of all warrants over \$300 shall be published as required by law.

Principals who serve as custodians of activity accounts in their respective schools shall be responsible for payment of expenses charged to these accounts.

Current practice codified 1977

Adopted: Date of manual adoption

LEGAL REFS.: Wyoming Education Policies Reference Manual, codes DAA-E, DGA, DL