

### **PAYMENT PROCEDURES**

All claims for payment from district funds will be processed by the CEO/Business Manager. Payment will be authorized against invoices properly supported by approved purchase orders, against properly submitted vouchers, or in accordance with salaries and salary schedules set by the Board.

List of accounts payable, including payroll lists, will be certified by the Superintendent/CEO and approved by the Board. Each registered warrant will be signed by the Board president and the CEO/Business Manager will sign the endorsement statement. Actual invoices, statements and vouchers will be available for Board inspection.

The CEO/Business Manager will assume responsibility for assuring that budget allocations are observed and that total expenditures do not exceed the amount allocated in the budget for all items.

#### **Legal References:**

SDCL 13-18-10	Checks for federal tax payments as preferred obligation
SDCL 13-18-11	Register of warrants not paid for want of funds
SDCL 13-18-12	Validation of registered warrants and refunding bonds
SDCL 13-18-13	Call of registered warrants for payment
SDCL 13-18-9	Registered warrant prenumbered and issued when funds insufficient

1<sup>st</sup> Reading-1/19/2016  
2<sup>nd</sup> Reading-2/16/2016  
Date Adopted-2/16/2016  
Last Revised-