

---

PAYMENT PROCEDURES

In keeping with its desire for efficient fiscal management in the school system, the board shall follow legal procedures in payment of all bills as prescribed by state law. It is the intent of the board to pay all bills promptly.

The money or funds of the board in the custody of the treasurer of school monies will be expended by such treasurer by, and only by, warrants, each made payable to the order of the person entitled to receive the amount thereof and specifying the object for which it is issued, signed by the president and secretary of the board and by such treasurer of school monies:

- A. After audit of the account or demand to be paid, by the secretary, and after approval by the board, or
- B. In accordance with payrolls duly certified as provided by this title, or
- C. For debt service.

No claim or demand against a school district will be paid by the treasurer unless it is authorized by law and the rules of the board of education of the district, is fully itemized and verified, has been duly audited as required by law, has been presented to, and approved by the board at a meeting thereof.

All claims and demands against the board, except such as are to be paid from funds derived from athletic events or other activities of pupil organizations, will be examined, audited and certified, in writing, by the secretary and presented by him/her to the board for its approval at a regularly called meeting and if found to be correct, will be ordered paid by the board, whereupon the secretary and the president of the board will issue and sign a warrant in payment therefore. The secretary thereupon will forward such warrant to the treasurer of school monies of the district.

When deemed to be in the best interests of the district because of a discount for prompt payment or other reason, the secretary may approve claims or demands for payment prior to presentation to the board. Any such approval will be presented to the board at their next meeting for ratification.

Date: August 31, 1983

Legal Reference:

N.J.S.A. 18A:19-1-19-9

N.J.A.C. 6:20-2

