

## **PAYMENT PROCEDURES**

All claims for payment from school department funds will be processed in accordance with procedures developed by the Superintendent. The School Committee will authorize payment against invoices properly supported by approved vouchers and purchase orders in accordance with the approved expense budget.

As an operating procedure, the School Committee will receive a monthly list of bills for payment in the form of a warrant. The list will be certified, as correct and approved for payment by the School Committee, and forwarded to the Town Accountant for processing and subsequent payment by the Town Treasurer. Actual invoices, statement and vouchers will be available for inspection by the School Committee.

The school principals will be responsible for observing budget allocations for their respective schools.

LEGAL REF.: M.G.L. 41:41; 41:52; 41:56

Adopted October 6, 2003

Granby Public Schools – 2003