

PAYMENT PROCEDURES

All claims for payment from school funds will be processed by the business office. Payment will be authorized by the board against invoices properly supported by approved purchase orders, with properly submitted vouchers, or in accordance with salaries and salary schedules approved by the board.

The business manager will be responsible for assuring that budget allocations are observed and that total expenditures in a function do not exceed the amount allocated in the budget.

List of accounts payable, including payroll lists, will be certified by the Superintendent and approved by the Board. Each registered warrant will be signed by the Board president and the business manager. Actual invoices, statements and vouchers will be available for Board inspection.

The 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.

The school principal will be responsible for observing budget allocations in their respective schools. Each will also serve as custodian of the activity accounts in his or her respective school and will be responsible for their proper handling and expenditures.

Legal references:

SDCL 13-18-1 - Check, warrant or electronic funds transfer required for payment of school funds

SDCL 13-18-2 - Contents and signing of checks and warrants

SDCL 13-18-3 - Itemized invoice and verified voucher required for issuance of check or warrant—retention

SDCL 13-18-9 - Registered warrant pre-numbered and issued when funds insufficient

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

Adopted 12/15/81

Reviewed 05/24/88

Reviewed 01/11/94

Revised 10/27/98

Revised 10/26/15