

PAYMENT PROCESS

All moneys received by the school district shall be disbursed only for the purposes for which they are levied, collected or received. No check will be drawn or order for payment issued unless there is sufficient money in the proper fund for payment. The district will only pay for goods or services that are purchased in accordance with district policies and procedures, that are authorized by the appropriate district staff and for which district employees have verified that the district received the goods as ordered or that the services were provided as directed.

The superintendent or designee will prepare and present to the Board each month a list of bills for approval of a warrant authorizing payment from district funds and a list of purchases made using the Purchasing Card Program. Such lists will be supported by appropriate documentation as determined by district policy or procedure (such as invoices, approved purchase orders and reimbursement forms) or shall be in accordance with salaries and salary schedules approved by the Board.

Checks will be signed by the treasurer and president of the Board pursuant to approval by the Board of Education and only for purchasing transactions authorized on properly signed purchase orders or administered by purchasing cards through the business office. A majority of the Board must vote to approve a bill or issue a warrant. Each check shall show the legal identification of the district by name and address and include the depository or investment account upon which the check is drawn. It shall also specify the amount to be paid; to whom, from what funds and for what purpose payment is made; the date of the payment; and the number of the check.

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Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 10/08/1998

Revised: 12/09/2004; 02/10/2011

Cross Refs: FEF, Construction Contracts Bidding and Awards
IIA, Instructional Materials

Legal Refs: §§ 105.273 - .276, 162.301, 165.021, .091, RSMo.

Nixa R-II School District, Nixa, Missouri