

D-16 PAYMENT PROCEDURES

Payment for materials or services procured by the school corporation will not be made until a properly executed voucher form 523, with accompanied invoice, is submitted to the Business department.

Said vouchers shall be tabulated by account and a copy of the monthly voucher list will be provided to each member of the Board prior to the regular meeting.

Payment shall be authorized by motion and vote of the Board. Each Board member who is present at the regular monthly Board meeting shall sign the voucher list.

The expenditure of all tax monies shall be in accordance with the regulations of the State Board of Accounts and is to be handled through the superintendent's office.

SOURCE: Plainfield Community School Corporation
Plainfield, IN

ADOPTED: Prior to 08/01/72

REVISED: 06/12/79, 6/11/84, 11/09/89, 11/12/96, 07/06/04, 12/08/16