

## **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 at least 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, statements and vouchers will be available for inspection by the School Committee.

The Superintendent will be responsible 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 administrators and designated budget managers will be responsible for observing budget allocations for their respective areas of responsibility.

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

Adopted By The  
Hadley School Committee: April 24, 2014