

PAYMENT PROCEDURES

All claims for payment from school department funds will be processed in accordance with regulations developed by the Superintendent. Payment will be authorized against invoices properly supported by approved purchase orders, with properly submitted vouchers, or in accordance with salaries and salary schedules approved by the School Committee.

As an operating procedure, the School Committee will receive monthly lists of bills (warrants) for payment from school department funds. The lists will be certified, as correct and approved for payment by the School Committee, and then 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 schools.

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

Adopted By The
Hadley School Committee: April 24, 2014
Revised and Adopted June 25, 2018