

**SCHOOL DISTRICT OF PITTSVILLE  
BOARD POLICY**

**FISCAL MANAGEMENT**

**MANAGEMENT OF FUNDS**

**PAYMENT PROCEDURES (OTHER THAN SALARIES AND WAGES)**

**673**

1. The Finance Office will be responsible for the payment to vendors for supplies, equipment, payroll liabilities and services received.
2. The Finance Office will be required to support all voucher checks drawn with a proper invoice and a signed/initialed receiving report, or other evidence that the supplies, equipment, payroll liability or services were received or incurred.
3. Invoices shall be verified in the Finance Office for correct pricing and conformance with purchase orders or requisition requests before being submitted for payment.
4. A list of checks paid or to be paid, bills and warrants for payment shall be presented to School Board members for approval at the next regular meeting following the date of issuance. A signed copy of such approved list shall be kept on file in the District Office.
5. Although included within the list aforementioned, those checks required for payment of fixed charges, contracts approved by the Board, discounts, payroll items, postage, travel vouchers, and all other bills requiring timely payment may be released or mailed upon issuance.
6. After 48 hours, or two working days, following receipt of the aforementioned list, and if no objection is raised, all other voucher checks may be released.

**Legal References:**

**Wisconsin Statutes**

Section 120.12(7)

Section 120.16(2)

**Cross Reference:**

Policy 660     Financial Management and Internal Controls

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