

**PARK COUNTY SCHOOL DISTRICT #6
BOARD OF EDUCATION POLICY**

CODE: DK

PAYMENT PROCEDURES

The business office will prepare warrants and issue checks bi-weekly for items regular in nature such as: materials and services rendered or expenses incurred; items for which a discount will result from prompt payment or to prevent the assessment of penalties and interest; contracts or lease payments previously approved by the Board; and items paid through the imprest fund.

Following each bi-weekly check run, a complete listing of all bills to be paid from district funds will be presented to the Board Treasurer by a delivery system acceptable to her/him for her/his review. Upon review by Board Treasurer, checks will be mailed. Any unique or unusual items or those requiring prior Board action such as contract(s) or lease(s) will be presented at that month's regular Board meeting for approval.

The Board will receive a complete listing of all items paid from district funds at each regularly scheduled Board meeting. The Board will discuss questionable items, make changes, if any are deemed necessary, and approve the bills paid into the official records.

Adopted: 1/20/98
Revised: 5/18/10