

Business and Non-Instructional Operations**Expenditures****Payment of Bills**

All bills and requests for payment must be processed through the business office. The business office shall audit, check and approve all bills, payrolls and claims against the District before presenting them to the Board for payment. Specific guidelines shall be developed for processing bills and requests for payment.

The Superintendent or designated representative, shall be authorized to make payments prior to Board approval when necessary to take advantage of time discounts or to make payment of accounts in a timely manner on outstanding debts or contracts.

To keep payment of invoices current, take advantage of prompt payment discounts, avoid late payment penalties, and maintain good vendor relations, the following policy is adopted by the Board.

The District Clerk hereby appoints the Superintendent as designee to receive the filing of vouchers for disbursements pursuant to Wisconsin Statutes, Section 120.16(2). Final adoption of this policy shall constitute a written order to the Superintendent to forward such vouchers to the Director of Business Services for disbursement if the Director of Business Services determines that the expenditure has been approved as part of the District's annual budget process.

Money shall be disbursed from the District Treasury as required by Wisconsin Statutes, Section 120.16(2). For purposes of this policy, the Treasurer appoints the Director of Business Services as agent for making disbursements for expenses that have been authorized by the budget process of the District. The Treasurer authorizes the Director of Business Services to impose the facsimile signatures of the District Clerk and District Treasurer and the facsimile countersignature of the District President upon checks, share drafts, and other drafts that are disbursed in payment of such expenses. A monthly listing of disbursements that have been made shall be presented to the Fiscal Management Committee and the Board of Education.

Checks issued by the District that remain uncollected for greater than 18 months shall be removed from the official records. Prior to removing from records, the Business Office will attempt to contact the payee for the purpose of encouraging presentment. The Business Office will maintain a record of all checks written off. Persons who contact the District after the write off with a request for payment shall have their requests honored.

Policy Approved: August 21, 1985

Policy Revised: June 27, 2016