

SCHOOL DISTRICT OF THE MENOMONIE AREA

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PAYMENT PROCEDURES

Payment of bills shall be certified by the board at its first regular meeting of the month.

The district administrator or business manager is authorized to pay obligations within the approved school budget and not conforming to the board's meeting calendar, where payment is necessary to continue service, meet a deadline, take advantage of a discount, fulfill previously-approved board contracts, expedite employee reimbursements, or provide for an emergency situation.

Board members will receive full expenditure reports prior to each board meeting. It is the responsibility of the business manager to clarify expenditures and initiate corrective action if directed by the board or the district administrator.

LEGAL REF.: Sections 66.0135 Wisconsin statutes
66.0607
120.12(1)

APPROVED: September 13, 1999

REVISED: July 8, 2002

/s/Richard J. Best
Clerk