

<b>Harrisburg School District</b>	<b>NEPN Code: DK</b>
<b>Policy Manual</b>	

## **PAYMENT PROCEDURES**

All claims for payment from district funds will be processed by the business manager. Payment will be authorized against invoices properly supported by approved purchase orders, against properly submitted vouchers, or in accordance with salaries and salary schedules set by the Board.

List of accounts payable, including payroll lists, will be certified by the Superintendent and approved by the Board. Each registered warrant will be signed by the Board president and the business manager will sign the endorsement statement. Actual invoices, statements and vouchers will be available for Board inspection.

The business manager will assume responsibility 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 principals and other administrators will be responsible for observing budget allocations in their respective schools, and will be responsible for the proper handling and expenditures of activity accounts as well.

Legal References: SDCL 13-18-9 (Registered warrant prenumbered and issued when funds insufficient)  
SDCL 13-18-10 (Checks for federal tax payments as preferred obligation)  
SDCL 13-18-11 (Register of warrants not paid for want of funds)  
SDCL 13-18-12 (Validation of registered warrants and refunding bonds)  
SDCL 13-18-13 (Call of registered warrants for payment)

Adopted: June 23, 2014

Revised: