

Non-Instructional/Business
Operations

SUBJECT: PAYMENT OF BILLS

The Business Office will be responsible for the payment of all bills. The Business Office staff will check all invoices for accuracy and prepare bills for payment by the Treasurer subject to approval by the Internal Claims Auditor as appointed by the Board of Education. A schedule of payments will be reported to the Board of Education monthly.

Education Law Section
1709(20-a), 1718, 1719

Adopted: 2/13/01
Reviewed: 10/23/06-no changes