SERIES 600 FISCAL MANAGEMENT

PAYMENT PROCEDURES

The payment of all invoices for goods and services shall require approval by the Board. In cases where prompt payment would result in a discount or payment is required prior to a scheduled Board meeting, payment may be authorized by the Superintendent and/or Business Manager.

The Superintendent and/or Business Manager shall certify receipt of goods and services and prepare recommendations regarding payment.

In order to avoid incurring late payment interest charges, the district shall make prompt payments in accordance with state law and established procedures.

Legal References:	Sections 66.0135 Wisconsin Statutes 120.16(2) & (6)
Date of Adoption:	November 20, 1996
Date of Revision:	February 15, 2006