

PAYMENT PROCEDURES

All claims for payment from school department funds will be processed in accordance with regulations developed by the Superintendent and compatible with city accounting department policies.

Payment will be authorized against invoices properly supported by approved purchase orders, with properly submitted vouchers, or in accordance with salaries and salary schedules approved by the School Committee.

As an operating procedure, the Committee will receive no less than monthly lists of bills (a warrant) for payment from school department funds.

The lists will be certified as correct by the Business Manager and Superintendent and then submitted to the School Committee for review and a minimum of one (1) signature authorizing payment. Signed warrants are forwarded to the city accountant for review, processing, and subsequent payment by the city treasurer.

Actual invoices, statements, reimbursement requests, blanket purchase orders, purchase orders, contracts, etc., will be available for inspection by the School Committee prior to School Committee meetings.

The Superintendent will be responsible 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 building administrators will be responsible for observing budget allocations in their respective schools.

LEGAL REFS: MGL 71:49A; 41: 52; 41:56

Approved by Greenfield School Committee: April 13, 2022

SOURCE: Greenfield