

District Issuance of Checks

AUTHORIZATION

The treasurer shall prepare warrants or "Orders of the Treasurer" to be acted upon at each regular Board meeting. ~~The treasurer shall receive~~ subsequent approval for warrant or "Orders", or approved equivalent properly executed, which shall include signatures of the chairperson and secretary of the Board.

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Deleted: , before checks are issued, the treasurer shall have received the approved

Deleted: The Board shall designate one (1) or more Board members to review bills before a meeting for items that may need clarification prior to presentation for final approval for payment.

PAYMENT OF BILLS

With the exception of recurring monthly payments such as utilities and fixed charges, no bill shall be paid without the following supportive information:

- 1. A purchase order signed by the Superintendent or ~~Treasurer~~;
- 2. An invoice as to goods or services received; and
- 3. Confirmation that invoiced materials were received in accurate quantity and in good order.

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BOARD MINUTES

The original copy of warrants or "Orders" shall be maintained on file as a part of the official Board minutes.

SUBSEQUENT APPROVAL

The Board shall give subsequent approval to all budgeted disbursements made between meetings of the Board. Payments made between regular Board meetings shall include the following:

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- 1. contract salaries,
- 2. payments to take advantage of discounts,
- 3. payments made to prevent penalties and disruption of services, and
- 4. payments for approved purchases made in accordance with District policy and procedures.

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Deleted: to avoid invoices being more than thirty (30) days past due as of the date of the Board meeting.

REFERENCES:

- [KRS 160.290](#); [KRS 160.340](#)
- [KRS 160.370](#); [KRS 160.560](#)
- [OAG 79-321](#); [702 KAR 003:120](#)

Accounting Procedures for Kentucky School Activity Funds

Deleted: The treasurer may also release checks which have been approved on Board orders between Board meetings, provided such action is needed to avoid having too many outstanding checks and also provided a major budget category is not exceeded.

Adopted/Amended: 6/20/2013

Order #: 1069