# Draft (district initiated)

# FISCAL MANAGEMENT CW04.3111

District Issuance of Checks

Authorization

The treasurer shall prepare, in accordance with the state-mandate District Administration Software, a “Paid Warrant Report” to be presented at each regular Board meeting.

Payment of Bills

Invoices for just and proper claims against the District for services, supplies, and equipment shall be processed efficiently and paid promptly according to approved procedures and policies. In keeping with prudent and sound business practices, the Superintendent or designee shall establish adequate internal controls for all purchases and all appropriations to individual schools or departments.

With the exception of recurring monthly payments such as utilities and fixed charges, bills to be paid shall have appropriate supportive information:

1. A purchase order, when applicable, produced under the authority of the Superintendent or his designated representative;
2. An invoice as to goods or services shipped/received;
3. Confirmation that invoiced materials or services were shipped/received in accurate quantity and in acceptable condition; and.
4. Travel reimbursement request forms inclusive of substantiating documentation provided in the travel policies and procedures handbook and prior Board approval, as applicable.

Board Minutes

The original copy of the “Paid Warrant Report” shall be maintained on file as a part of the official Board minutes.

References:

KRS 160.290; KRS 160.340

KRS 160.370; KRS 160.560

OAG 79‑321; 702 KAR 3:120

Accounting Procedures for Kentucky School Activity Funds