

Wilson County Board of Education

Policy Description:

Payment Procedures

Policy Number:

2.810

Amended Date:

06/04/07

Rescinds:

Issued:

06/03/04

1 **CENTRAL OFFICE**

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3 The director of schools or his designee shall approve all claims for payment prior to their submission to the
4 Board.¹

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6 As operating procedure, the director of schools shall present to the Board each month a list of payments made
7 from the previous month. The list will be supported by invoices and vouchers. All payments shall be reviewed
8 by the Board Chairman prior to the release of checks.

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10 Schools may obligate themselves for purchase of equipment, supplies, or services provided payments are
11 completed by June 30th of the current school or a plan for future payments has been made by the principal and
12 approved by the Board.

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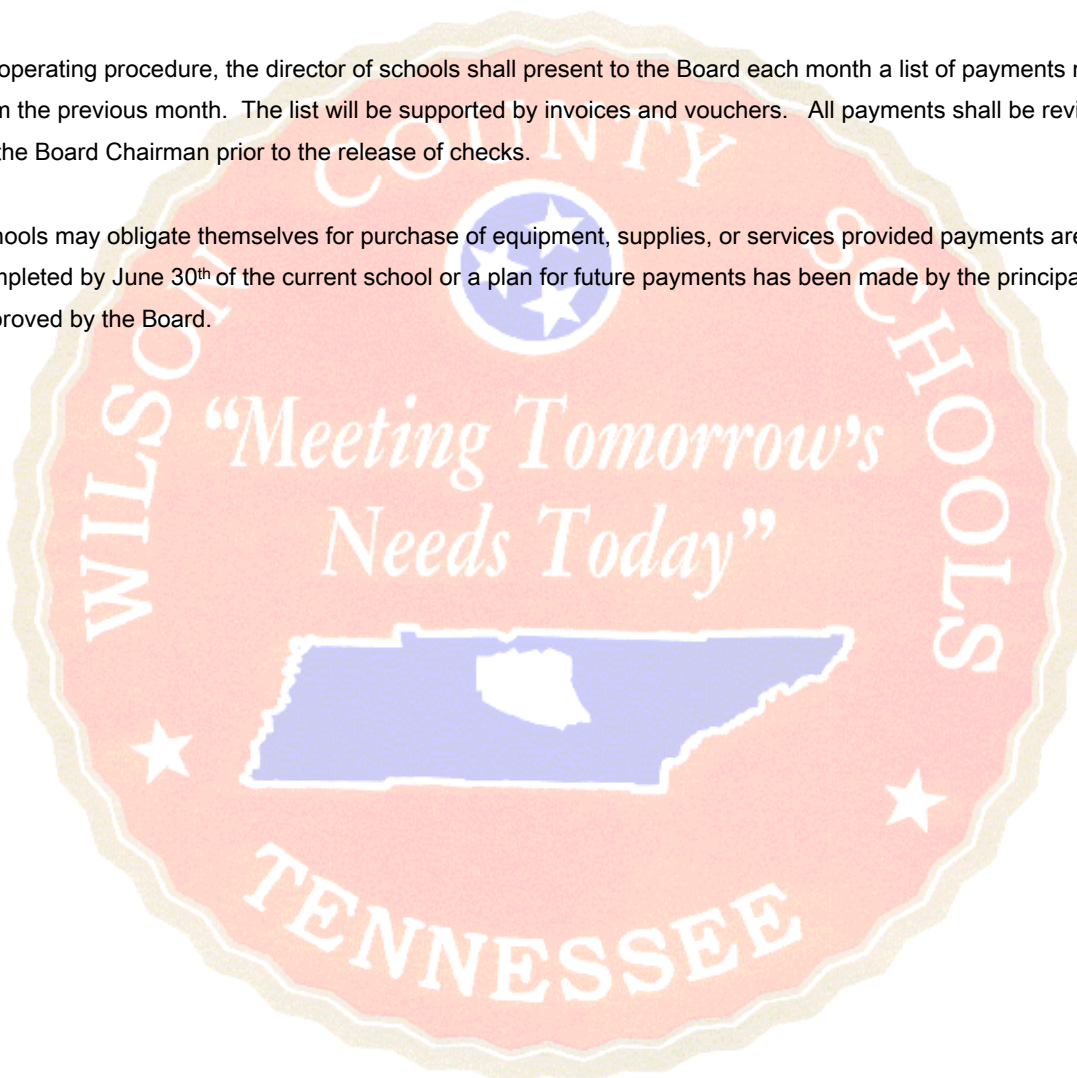
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¹ TCA 49-2-206(b)(3)