

File: DJEJ

PAYMENT PROCEDURES

Upon presentation by the **Executive Director and Chief Financial Officer** or the Director of Finance of a list of bills due and payable as certified by the Superintendent, the Board shall ratify payment of bills at an official meeting. Copies of invoices and the list shall be available for Board members to examine, but need not be provided individual members in advance of the meeting.

Adopted: 2/1/73

Revised: 5/6/98

Proposed: 8/4/10

File: DJEJ