

POLICY TITLE: Issuance of Checks

POLICY NO: 852

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SIGNATURES

All checks issued on a school district account shall be signed by two (2) authorized individuals designated by the board.

DISBURSEMENTS

No disbursement shall be approved unless sufficient funds are available in the appropriate account. Payments must be made to a specific person, company, or organization. No checks shall be made payable to "cash".

No district check shall be presigned. All disbursements shall be documented by original invoices, sales slips or register tapes with explanations provided.

Checks may be issued to students or employees to reimburse them for personal funds disbursed for school purposes provided that prior approval was received, and proper supporting documentation is submitted.

ADVANCE PAYMENTS

Advance payments may be authorized at the discretion of the superintendent. A written request for an advance stating the amount needed and the purpose of the advance must be submitted. When the activity is complete, the sponsor must submit a report of all expenditures with the appropriate receipts and sales slips. Any unused funds shall be returned immediately.

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LEGAL REFERENCE:

Idaho Code Section 33-506(1)

ADOPTED: January 13, 1999