

Bills or invoices for payment of goods or services shall be submitted to the district office, along with supporting purchase orders and other documentation. When the bills or invoices are received by that office, they shall be reviewed by the superintendent and other appropriate administrative personnel.

Verified bills will be processed for payment by attaching information related to the budget account. The bills shall be reviewed by appropriate administrative personnel and a recommendation shall be made to the board regarding payment.

A final payment determination shall be made by the board. Checks or warrants for the approved bills will be drawn by the superintendent or his or her designee.

All bills shall be accepted, certified for payment, and paid within sixty (60) calendar days of receipt of bill, unless a contract specifies another payment arrangement.

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**LEGAL REFERENCE:**

Idaho Code Section 67-2302

**ADOPTED:** January 13, 1999