

Paying for Goods and Services

The bookkeeper will audit all invoices and requests for payment prior to vouchering for payments. Bills failing to conform to legal requirements for vouchering will be processed in the manner he considers appropriate before payment is made.

All payments of school obligations shall be made by pre-numbered checks. All payments shall be supported by proper invoices and/or other substantiating detailed information.

Rules Approved: 12/75

Reviewed: 9/1/88