

PAYMENT PROCEDURES

All bills and requests for payment must be processed through the accounting office. Bills and requests must be received in this office by the 1<sup>st</sup> and 3<sup>rd</sup> Monday prior to the board meeting in order to be processed for that month.

Bills and requests for payment shall not be approved for payment unless there is verification that the items have been received or work has been performed.

All bills shall be paid in a timely manner (under state law provisions) in order to avoid payment of interest penalties. The Superintendent may approve emergency or payments to avoid late charges.

A printout of checks to be approved will be provided if requested. Questions should be directed to the accounting office prior to a board meeting.

LEGAL REF.: Sections 66.285 Wisconsin Statutes  
66.286  
120.12(1)

CROSS REF.: 661.1, Authorized Signatures

APPROVED: December 5, 1995  
REVISED: August 25, 2008