

School District of West Salem  
Policy 673

PAYMENT PROCEDURES

All bills and requests for payment must be processed through the accounting office. 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 report of checks to be approved will be provided to the Board prior to the meeting. 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  
REVISED: March 11, 2019