

DeForest Area School District  
Administrative Regulation

<b>TITLE:</b> <b>PAYMENT PROCEDURES</b>	<b>NUMBER: AR 9.7(17)</b>
<i>Executive Limitation: EL 9, Asset Protection (9.7 – Fund Management Practices)</i>	
<b>Recorded as Administrative Regulation:</b> <i>Established: 3/8/04                      Revisions:</i>	
<b>Origin as Board Of Education Policy: Fiscal Management 673</b> <i>Established: 9/28/93                      Revisions: 2002</i>	

The District authorizes the Director of Business & Auxiliary Services to process and distribute payments of money to vendors and employees. The Director of Business & Auxiliary Services shall report to the Board for review all disbursements.

All invoices and request for payment must be processed through the business office. The business office shall audit and approve all invoices, payrolls, and claims against the district.

No invoices shall be approved for payment unless there is verification that the items have been received or work has been completed.

**Reference:**

Sections 66.285, 66.286, 120.12(1), Wisconsin Statutes

**Cross Reference:**

AR 9.7(8) - Authorized Signatures