

## **PAYMENT PROCESS**

All moneys the school district receives shall be disbursed only for the purposes for which they are levied, collected or received. No payment will be issued unless there is sufficient money in the proper fund.

The district will pay only for goods or services that are purchased in accordance with district policies and procedures, that are authorized by the appropriate district staff and for which district employees have verified that the district received the goods as ordered or that the services were provided as directed.

A majority of the entire board must vote to approve a bill or issue a warrant (order for payment). The superintendent or designee will prepare and present to the board each month a list of bills for approval of a warrant authorizing payment from district funds. Such lists will be supported by appropriate documentation (such as invoices, approved purchase orders and reimbursement forms) as determined by district policy or procedure or shall be in accordance with board-approved salaries and salary schedules. The board's approval constitutes its orders to the board's treasurer, and through that treasurer to the district, for the approved payments.

In its discretion, the board may issue a prospective payment order for transactions where an important district interest would be harmed by delay until a board vote, such as for district emergencies and prompt-payment discounts for goods and services already received that are to the satisfaction of the superintendent or designee. The board will be provided a list of all payments made under such an order on a monthly basis.

Each payment shall be recorded on the books of the district in a manner that shows the legal identification of the district by name and address and will include the depository or investment account upon which the payment is drawn. It shall also specify the amount to be paid; to whom, from what funds and for what purpose payment is made; the date of the payment; and, when applicable, the number of the check. Electronic payments will have tracking numbers or otherwise be made specifically identifiable to the corresponding record on the district's books.

### **Checks**

Paper bank checks, when used, will bear the signature of the treasurer and board president. Payments upon board orders may also be made using electronic payment systems.

### **Security Verification**

If electronic payment systems are used, the superintendent or designee must implement adequate and effective disbursement controls to authenticate payee identity and accounts for use of wire, Automated Clearing House (ACH) network, credit card system, bank transfer or other electronic payment systems the district may use to make authorized payments.

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***Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.***

Adopted: 6-24-2021

Revised:

Cross Refs: BBC, Appointed Board Officials  
FEF, Construction Contracts Bidding and Awards  
IIA, Instructional Materials

Legal Refs: §§ 105.273 - .276, 162.301, 165.021, .091, RSMo.

Dent-Phelps R-III School District, Salem, Missouri