

## **PAYMENT PROCEDURES**

The Board of Directors shall cause to have warrants issued for all just claims against the school district upon audit and allowance by the Board. The Secretary of the Board is authorized with approval of the Superintendent to issue warrants prior to the audit and allowance by the Board upon a just claim for payment of freight, postage, printing, utilities, and other claims where timely payment results in a benefit to the district. The Board Secretary is also authorized to make payment of salaries pursuant to the terms of written contract entered into by the Board of Directors. All claims and salaries for which warrants have been issued prior to audit and allowance by the Board as provided herein shall be passed upon by the Board at the first meeting thereafter and shall be entered on record in the regular minutes of the Secretary.

All invoices shall be stamped "Received and Presented for Payment" with the date and signature of the person authorizing the payment before the invoice is presented for payment.

Signatures, including facsimile signatures of the Board President and Board Secretary are to be used on checks, drafts, warrant-checks, vouchers, or other orders on public funds deposited in designated depositories. Said depository banks are authorized to honor any such instrument bearing the said facsimile signature and to charge the same to the account in said depository bank upon which drawn, as fully as though it bore a manually written signature.

The Board of Directors authorizes the use of a check-signing machine in accordance with the following practices:

1. Those authorized to sign checks will do so in accordance with the provisions of state statutes.
2. The check-signing machine and the signature plate shall be stored in the Central Office.
3. The signing of blank checks shall be prohibited.
4. All void or spoiled checks shall be marked and retained and the signature section shall be removed and destroyed.

It shall be the practice of the Maquoketa Valley Community School District not to carry outstanding warrants for more than one year from date of issuance.

LEGAL REFERENCE: Code of Iowa, Chapter 279.29

CROSS REFERENCE: Board Policy 801.070

DATE OF ADOPTION: January 14, 1981

DATE OF REVISION: November 8, 1989; December 11, 1991; October 12, 1994  
October 11, 2000, December 17, 2012