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Paying for Goods and Services

All invoice payments shall be approved by no less than four members of the School Committee and shall be signed for by the clerk of the committee when approved. All approved invoices shall be certified¹ for payment by the Clerk of the Committee and submitted to the Town Finance Director for payment.

Invoices for utilities, employee benefits, transportation, insurance and payments required because of time sensitivity or emergency may be paid in advance with the approval of the School Committee Chair (or designee). Invoices paid in advance must be submitted for approval at the next scheduled School Committee meeting and will be approved for payment in accordance with the aforementioned procedure.

¹a majority of the School Committee voted affirmatively to approve payment

Amended Policy Adopted: July 24, 2007

TOWN OF LINCOLN SCHOOL COMMITTEE, Lincoln, Rhode Island