

Holbrook Public Schools

**PAYMENT PROCEDURES**

All claims for payment from school department funds will be processed in accordance with regulations developed by the Superintendent. Payment will be authorized against invoices properly supported by approved purchase orders, with properly submitted vouchers, or in accordance with salaries and/or salary schedules established through collective bargaining, individual employment contracts, or appointment letters issued by the Superintendent.

As an operating procedure, the School Committee will receive monthly lists of bills for payment from school department funds. The lists will be certified as correct and approved for payment by the appointed School Committee member and then forwarded to the town auditor for processing and subsequent payment by the town treasurer. Actual invoices, statements, and vouchers will be available for inspection by the School Committee.

The Superintendent will be responsible for assuring that budget allocations are observed and that total expenditures do not exceed the amount allocated in the budget for all items.

The school building administrators will be responsible for observing budget allocations in their respective schools.

SOURCE: MASC

LEGAL REFS.: M.G.L. 41:41; 41:52 41:56

Adopted: September 5, 2007  
Amended: November 29, 2018