

Lancaster Community School District

Fiscal Management

**PAYMENT PROCEDURES**

All bills and requests for payment shall be processed through the District Office. Bills and requests shall be received in the office with sufficient time prior to the monthly Board of Education meeting in order to be processed that month.

The Board shall survey all bills and authorize or reject their payment. No bills shall be approved for payment by the Board unless there is verification that the items have been received or work has been done.

In order to avoid having to pay interest fees, all payments shall be made in a timely manner as required by state law.

Salaries of regular employees are on a contractual basis and payment is authorized without month-to-month approval of the Board. Authorization also includes payment of substitute employees, payment of monies borrowed and investments.

Payment in advance may be made to cover pre-registrations or advances for approved professional or student travel, entry fees, officials, utilities or where the District may receive a discount by making payment within a certain time frame.

In case of an emergency or in the event that a financial judgment must be made before a Board meeting can be scheduled, the District Administrator is granted the discretion to act in the best interest of the District.

LEGAL REF.: Sections 66.0135 Wisconsin Statutes  
120.12(1)

CROSS REF.: 621, Budget Implementation

APPROVED: August 9, 1995

REVISED: