

PAYMENT OF CLAIMS

The School Board directs the prompt payment of legitimate claims by suppliers of goods and services to the School Corporation.

Each bill or obligation of this Board must be itemized fully and verified before a warrant can be drawn for its payment.

When an invoice is received, the Superintendent shall verify that a voucher is submitted properly, that acceptable goods were received or satisfactory services rendered, that the expenditure is included in the Board's budget and funds are available for its payment, and that the amount of the invoice is correct.

All vendor claims shall be submitted to the Board for approval in the form of a listing that includes the vendor's name, the number and amount of the check, and the description of the item.