

FINANCE

Policy 603.5 (previously 803.5)

Approval and Payment For Goods and Services

The Superintendent of Schools and the Secretary-Treasurer shall devise and establish procedures which clearly delegate authority to expend funds within each budget account. They shall establish accountability for these expenditures and outline necessary methods of control.

Expenditures from any account shall be for the purpose indicated in the budget.

No individual or group delegated authority for an account shall expend funds beyond the budget for that account without written authorization from the Secretary-Treasurer and/or the Superintendent of Schools.