

**Regulation 705.03-R(1): Payment for Goods and Services - Issuance of Checks**

**Status:** ADOPTED

**Original Adopted Date:** 11/01/1993 | **Last Revised Date:** 08/12/2025 | **Last Reviewed Date:** 08/12/2025

Payment is not initiated until the invoice (bill), signed purchase order and packing slip are matched at the Business Office. All documentation must be received before the bill can be paid. All orders are directed to the receiving warehouse to complete the receiving process where staff will process the packing slips and check in delivered merchandise as quickly as possible to avoid late fees from the vendor.

After all documentation is received, the Business Office will enter the invoice into the computer accounting system to be paid. All bills will be presented to the School Board Secretary and subsequently to the Board for approval at their next regular meeting. After approval by the School Board, the check will be prepared and sent to the vendor. All necessary documentation (requisition, purchase order, packing slip, and invoice) will be attached to the check stub and filed by vendor in the Business Office. Checks will be distributed the day following the board meeting.

In emergent situations, the Board President may be contacted for approval of a check which is needed immediately.

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