

Hampton School District Policy

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PAYMENT PROCEDURES

All manifests, supported by original invoices, must be approved and signed by the majority of the School Board.

The District's Treasurer will sign all checks that will be mailed from the central office.

Purchasing Procedures/Expense Reimbursements

No one will be reimbursed for mileage, conferences, etc. without prior Principal approval. Mileage to be paid at current government rate.

Legal Reference:

RSA 197:23-a, Treasurer's Duties

Adopted: August 16, 2004, September 14, 2010
Reviewed: August 2010
Revised: Incorporates DJF
Cancellation:

DATE: