



**PAYMENT PROCEDURES**

No payment shall be made for goods and services without receipt of proper invoice or other written verification that the goods have been received or the services have been satisfactorily rendered. The district administrator shall compile a written list of bills payable with supportive written evidence of the finalized transaction to the Board of Education each month for approval. The Board shall take action on the list of bills payable and upon official approval by the Board, the approved bills shall be paid.

Legal Reference: Wisconsin Statutes Section 66.0315

Adopted: October 1975

Revised: August 1986

Reviewed: April 2001