

AMHERST Policy

DK – PAYMENT PROCEDURES: BOARD REVIEW AND SIGNING OF MANIFESTS

The school board shall designate two of its members at the annual organizational meeting in March, or when required by change in membership, to review and sign each manifest; the signatures of the board members attesting to their review.

All manifests, supported by original invoices, must be approved and signed by the designated board members.

Any questions or concerns the board's reviewers may have concerning a manifest, will be brought to the immediate attention of the business office.

Reviewed manifests will be taken to school board meetings and signed by at least one additional member so designated by the board.

The district treasurer will sign all checks that will be sent from the district office.

The school board authorizes the Superintendent and the Assistant Superintendent for Finance to release treasurer-approved, contractually-obligated employee checks and/or payments to vendors and agencies which, if delayed, would incur penalty, prior to the approval of the entire manifest.

Statutory Reference:
RSA 197:23-a

ADOPTED: May 8, 1995