

FILE: DK

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: January 22, 1980 **FILE SECTOR: FISCAL MANAGEMENT**
DATE REVISED: October 8, 1991 **POLICY TITLE: PAYMENT PROCEDURES**
DATE REVISED: July 16, 1998
DATE REVISED: October 16, 2003
DATE REVIEWED: April 19, 2012
DATE REVISED: June 22, 2017
DATE REVISED: May 22, 2023

All bills and requests for payment shall be subject to review by the Medford Area Public School District Board of Education (BOE), district administrator and/or business manager for purposes of conformance with BOE policy and state law.

The BOE shall receive, prior to each regular monthly meeting, a list of vouchers prepared for approval and a statement of receipts and expenditures in the aggregate. The BOE shall survey all bills and authorize or reject their payment.

The BOE authorizes the district administrator or their designated representative to release the following types of disbursements:

- Payroll
- Utility payments
- Vendors with annual bids or contracts approved by the BOE
- Agency fund payments
- Athletic officials and workers payments
- Vendor payments with significant savings for early payment
- Travel bills, registrations and convention costs for district staff and officials
- Unusual circumstances

All disbursements shall be made by order check, credit card, ACH or other draft in accordance with state law.

CROSS REFERENCE:

LEGAL REFERENCE: Sections 66.0125 and 120.12(1) Wis. Stats.