

**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**

All bills and requests for payment shall be subject to review by the board of education, district administrator and/or director of business services for purposes of conformance with board of education policy and state law.

The board of education 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 board of education shall survey all bills and authorize or reject their payment.

The board of education authorizes the district administrator or his/her designated representative to release the following types of disbursements:

- Payroll
- Utility payments
- Vendors with annual bids or contracts approved by the board of education
- 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 or other draft in accordance with state law.

**CROSS REFERENCE:**

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