

673 PAYMENT PROCEDURES

All bills and requests for payment against all district funds must be processed through the business office. The business office shall audit, check and approve all bills, payrolls and claims against the district before presenting them to the Board for approval for payment.

No bills shall be submitted to the Board unless there is acceptance that the items have been received or the work has been completed.

LEGAL REF.: Sections 66.285 Wisconsin Statutes
 6.286
 20.12(1)
 20.44

CROSS REF.: 672 Rule(2), Purchasing Procedures

APPROVED: January 14, 2002