

BusinessApproval of Payment Listing

To take advantage of prompt payment discounts and to expedite the purchase-payment process the business manager, as the agent of the Board of Education and of the Superintendent of Schools, will approve the payment of invoices.

Bills received by the accounting department are to be checked to be certain that proper procedure has been followed, that all extensions and bill totals are correct and that all possible discounts have been taken.

The payment listing shall be approved by the business manager as the agent for the Board of Education and the Superintendent of Schools. Such approval shall be documented by the business manager affixing his/her signature to the payment listing.

Policy adopted: February 5, 1990

WESTON PUBLIC SCHOOLS
Weston, Connecticut