

PAYMENT PROCEDURES

Code **DK** Issued **8/04**

Purpose: To establish the basic structure for payment of district obligations.

The superintendent is responsible for receiving, holding in custody and expending all funds as directed by the board.

The district will make payment for goods and services **only** under these conditions.

- against invoices, properly supported by authorized purchase orders
- against properly submitted vouchers covering authorized expenses
- in accordance with salary schedules or salaries set by the board

The district will give first priority of expending funds provided by the South Carolina Education Finance Act of 1977 to the full implementation of the defined program. The district will make every effort to assure that each school meets the prescribed standards of the defined program.

Adopted 8/13/91; Revised 8/10/04

Legal references:

A. S. C. Code, 1976, as amended:

1. Section 11-1-40 - Unlawful to contract in excess of appropriate amount and to divert current funds for payment of prior obligations.
2. Section 59-19-80 - All employment and purchase contracts require board approval.
3. Section 59-19-290 - All contracts in excess of apportioned funds are void.