

**ALMOND-BANCROFT SCHOOL DISTRICT**  
**Board Policy Manual**

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**PAYMENT PROCEDURES**

All bills and requests for payment shall be processed through the District Office. Bills and requests shall be received in the office with sufficient time prior to the monthly School Board meeting in order to be processed that month.

The Board shall survey all bills and authorize or reject their payment. No bills shall be approved for payment by the Board unless there is verification that the items have been received or work has been done.

In order to avoid having to pay interest fees, all payments shall be made in a timely manner as required by state law.

LEGAL REF.: Sections 66.0135 Wisconsin Statutes  
120.12(1)

CROSS REF.: 141, Board Officers  
621, Budget Implementation  
671, Payroll Management  
671.2, Expense Reimbursements  
672, Purchasing  
682, Financial Statements and Reports

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