

## **Teton School District No. 401**

### **FINANCIAL MANAGEMENT**

**7441**

#### Issuance of Checks

##### Signatories

All checks issued on a school district account must be signed by two (2) authorized individuals designated by the board.

##### Disbursements

No disbursement will be approved unless sufficient funds are available in the appropriate account. Payments must be made to a specific person, company, or organization. No checks will be made payable to "cash."

District checks will not be pre-signed. All disbursements must be documented by original invoices, sales slips, or register tapes with explanations provided.

District checks may be issued to students or employees to reimburse them for personal funds disbursed for school purposes provided that prior approval of the expenditure was received from the superintendent or designee, and proper supporting documentation is submitted.

##### Advance Payments

Advance payments for goods and services may be authorized at the discretion of the superintendent. A written request for an advance stating the amount needed and the purpose of the advance must be submitted. When the activity is complete, the sponsor must submit a report of all expenditures with the appropriate receipts and sales slips. Any unused funds will be returned immediately.

Legal Reference:      I.C. § 33-506(1)      Organization and Government of Board of Trustees

##### Policy History:

Adopted on: August 10, 2009

Revised on: June 21, 2010