

PAYMENT PROCEDURES

All claims for payment from School Department funds will be processed in accordance with regulations developed by the Superintendent. Payment will be authorized against invoices properly supported by approved purchase orders, with properly submitted vouchers, or in accordance with salaries and salary schedules approved by the Wareham School Committee.

Prior to submitting invoice copies to the School Committee for its review, the Superintendent/Designee shall approve each voucher as listed on the schedule of bills payable. Three members of the School Committee shall sign the bill warrant prior to processing said warrant to the Town Accountant's Office. The Superintendent/Designee will be responsible for approving payroll. The School Committee shall annually appoint one of its members and an alternate member to sign the weekly payroll. This appointed member will sign the weekly payroll prior to processing said payroll to the Town Accountant's Office.

The Superintendent will be responsible for assuring that budget allocations are observed and that, to the extent practical, total expenditures do not exceed the amount allocated in the budget for each major account. The school building administrators will be responsible for observing budget allocations in their respective schools.

All disbursements shall be made by the Treasurer of the Town of Wareham.

ADOPTED: DECEMBER 12, 1983
Reviewed by SCPRSCP: April 11, 1996
AMENDED: APRIL 17, 1996
Reviewed by SCPRSCP: October 3, 2000 (no change)
Reviewed by SCPRSCP: February 8, 2005
AMENDED: MARCH 9, 2005
Reviewed by SCPRSCP: April 5, 2010 (no change)
Reviewed by SCPRSCP: November 25, 2014 (no change)
Reviewed by SCPRSCP: February 22, 2016
AMENDED: MARCH 23, 2016
Reviewed by SCPRSCP: January 3, 2017 (no change)
Vote by SC no change: February 15, 2017