

Marion County Board of Education

Monitoring:

Descriptor Term:

Descriptor Code:

Issued Date:

**Review:
Annually
in January**

Expenditure of Funds

2.800

05/18/10

Rescinds:

Issued:

2.800

04/24/01

Board of Education System-Wide Expenditures

All expenditures shall be approved by the Board and/or Director of Schools when properly authorized in accordance with Board policies, and per federal, state, and local laws and regulations.

Expenditures may be made as follows:

- Refunds and minor purchases per petty cash accounts (Policy #2.801).
- Salaries as authorized per Board approved salary schedules and contracts (Policy #2.802).
- Payroll deductions as authorized per employee, contract, and laws (Policy #2.803).
- Vendor payments as authorized per purchase orders, contracts, agreements, credit card, charge card agreements, and reimbursement by check where the vendor does not accept any of the above methods (utilities, dues, subscriptions, employee mileage, travel, etc.) (Policy #2.804-2.810).

No expenditures or encumbrances may be authorized or made which exceeds the appropriation for any fund of the budget as adopted or amended. Employees of the system will not create or authorize creation of a deficit in any fund.

All expenditures shall be pre-approved and documented through purchase orders unless not accepted by the respective vendor.

School Activity Fund Expenditures

All expenditures shall be approved in accordance with Board policy and the *Tennessee Internal School Uniform Accounting Policy Manual*.

All supplemental compensation owed to board of education employees for extracurricular activities shall be processed through the director of school's office in the same manner as salary and other payroll payments. Board of education employees may not be compensated directly by individual schools from internal school funds.

Supplemental compensation shall be pre-approved by the director of schools. Each school will be invoiced for the amount of gross pay and related FICA, medicare and retirement match. Payment will be made on the next available payroll after receipt of funds from the school.

Substitute teacher salaries and fringes related to restricted class and club accounts will be paid by the Board and will be reimbursed by the school from the appropriate class or club account.

Employees who authorize or contract for any obligation in violation of this policy shall assume personal responsibility for payment, shall be subject to dismissal from employment, and shall be subject to applicable civil and criminal proceedings. Schools shall not be liable for any unauthorized purchases made by a student or school employee. Any obligation, authorization for expenditure, or expenditure made in violation of the law and this policy shall be illegal and void.¹

Legal Reference:

1. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 5-17