

Van Buren County Board of Education

Monitoring: Review: Annually in January	Descriptor Term: Expenditure of Funds	Descriptor Code: 2.800	Issued Date: 06/17/99
		Rescinds:	Issued:

1 Central Office

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3 All expenditures shall be approved by the Board or the director of schools when authorized. No
4 expenditures shall be made except on an approved purchase order or contract. No expenditure may
5 be authorized or made which exceeds the appropriation for any fund of the budget as adopted or
6 amended. Employees of this system will not create or authorize creation of a deficit in any fund.
7 Expenditures or encumbrances will not be authorized, made or incurred in excess of any fund balance.

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9 Individual Schools

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11 Internal activity funds shall not be expended without written approval by the membership of the
12 group. All such expenses shall be in accordance with the Tennessee Internal School Uniform Accounting
13 Policy Manual. Restricted account expenditures require the account sponsor's approval prior to
14 expense. No checks will be written to employees from the internal school activity fund account.
15 Any supplemental compensation owed to the Board for extracurricular activities must be processed
16 through the director of schools' office in the same manner as salary and other payroll payments. The
17 Board will invoice the school for reimbursement. Substitute teacher's salaries related to restricted
18 class and club accounts will be paid by the Board and shall be reimbursed by the school from the
19 appropriate class or club account.¹

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21 Employees who authorized or contract for any obligation in violation of this policy shall assume
22 personal responsibility for the payment of the obligation, shall be subject to dismissal from employment
23 and shall be subject to applicable civil and criminal proceedings. Any obligation, authorization for
24 expenditure or expenditure made in violation of the law and this policy shall be illegal and void.²

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35 Legal Reference:

- 36 1. Tennessee Internal School Uniform Accounting Policy Manual, Section 5-22
37 2. Tennessee Internal School Uniform Accounting Policy Manual, Section 5-17

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