

Etowah City Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Payment Procedures	Descriptor Code: 2.810	Issued Date: 09/22/08
		Rescinds: 485	Issued: 1992

1 *Central Office*

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3 The director of schools shall approve all claims for payment prior to their submission to the Board.¹

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5 As operating procedure, the director of schools shall present to the Board each month a list of bills for
6 payment. The list will be supported by invoices and vouchers.

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8 *Individual Schools*

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10 Schools may obligate themselves for the purchase of equipment, supplies, or services, provided payments
11 are completed by June 30 of the current school year or a plan for future payments has been made by
12 the principal and approved by the Board.

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37 _____
38 Legal Reference:
39 1. TCA 49-2-206(b)(3)

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