

Hancock County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Payment Procedures	Descriptor Code: 2.810	Issued Date: 04/09/15
		Rescinds:	Issued:

1 *Central Office*

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

3 As operating procedure, the director of schools shall present to the Board each month a list of bills for
4 payment. The list will be supported by invoices and vouchers.²

5 *Individual Schools*

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

Legal References

1. TCA 49-2-206(b)(3)
2. TCA 49-2-206(b)(5)