

1 **Bainville K-12 Schools**

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3 **FINANCIAL MANAGEMENT**

7326

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5 Documentation and Approval of Claims

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7 All financial obligations and disbursements must be documented in compliance with statutory
8 provisions and audit guidelines. Documentation will specifically describe acquired goods and/or
9 services, budget appropriations applicable to payment, and required approvals. All purchases,
10 encumbrances and obligations, and disbursements must be approved by the Superintendent. The
11 responsibility for approving these documents cannot be delegated.

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13 The District business office is responsible for developing procedures and forms to be used in the
14 requisition, purchase, and payment of claims.

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18 Policy History:

19 Adopted on: 2/25/08

20 Reviewed on:

21 Revised on: