

***Payment of Claims***

It is the policy of the Board that only claims submitted on an approved voucher form and verified by the Purchasing Agent that materials have been received or services rendered may be paid subsequent to approval by the Internal Claims Auditor. All payments shall be noticed to the Board. Claims will be audited and certified for payment to the District Treasurer by the Internal Claims Auditor appointed by the Board.

Every effort shall be made to obtain a discount for early payment on bills rendered.

The warrants for payments of claims and payroll shall be approved by the Purchasing Agent and the Treasurer. All checks will be signed with the facsimile signature of the District Treasurer as produced by a check-signing machine.