

## **DK - PAYMENT PROCEDURES**

All manifests, supported by original invoices, must be approved and signed by two designated Wilton-Lyndeborough Cooperative School Board members.

The Wilton-Lyndeborough Cooperative School District's Treasurer will sign all checks that will be mailed from the central office.

The school board authorizes the Superintendent and Business Administrator to release treasurer-approved, contractually-obligated employee checks and/or payments to vendors and agencies which, if delayed would incur penalty, prior to the approval of the entire manifest.

**Legal Reference:**

*RSA 197:23-a, Treasurer's Duties*

***First Reading: May 25, 2011***

***Second Reading: June 29, 2011***

***Final Adoption: June 29, 2011***