



**Boulder Valley School District**

**File: DK**

**Adopted: date of manual adoption**

**Revised: April 13, 2004**

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## **Payment Procedures**

All demands for payment from District funds shall be processed by the Accounting Department, under the general supervision of the Director of Finance and Accounting. The Director of Finance and Accounting shall have the authority, as granted annually by the Board of Education, to affix the facsimile signature of the Board Treasurer to warrants, orders, or checks issued in the conduct of the official fiscal business of the School District.

Adequate accounting procedures shall be observed in the payment of all bills.

The Budget Director shall ensure that budget allocations are observed, and that total expenditures do not exceed the amount allocated in the budget for all items.

CROSS REF.:

DG/DGA, Depository of Funds/Authorized Signatures

**End of File: DK**