

## PAYMENT PROCEDURES

All bills against the Fall Mountain Regional School District shall be listed and submitted to the Board on an Expenditure Manifest which shall be signed by no less than a majority of the Board members before payment is made. Payroll Manifests will be approved by the Board at its next regular meeting after the payroll date. Certain routine bills that are subject to interest costs, deductions, or other penalties, may be paid in advance of School Board approval on the following conditions:

1. Advance payment will be subject to a limit of 30 days prior to each regular monthly meeting of the School Board.
2. Bills paid in advance of Board approval will be listed and submitted to the Board at the time the Expenditure Manifest and Payroll Manifest is signed by the Board.
3. Advance payment is also authorized for monthly expenditures of FICA, retirement, health and dental insurance and other employee benefits subject to conditions stated above.

Authorization for advance payment will remain in force until the end of a fiscal year.