

## **Business/Non-Instructional Operations**

### **Payment for Goods and Services**

The Superintendent shall approve all invoices for payment prior to designated Board of Education representatives signing the checks.

Checks will be signed by the Chairman of the Board and the Superintendent. In the absence of either the Board Chairman or the Superintendent, First Selectman may sign checks.

Payment of properly approved invoices shall be made at least monthly.

#### **Legal Reference:**

**Connecticut General Statutes**

**10-248 Payment of school expenses.**

## **Business/Non-Instructional Operations**

### **Payroll Procedures and Authorized Signatures**

The Financial Officer shall supervise the preparation of all payrolls. He/she shall certify payments for periods of approved absence in accordance with adopted policies of the Board of Education. The Financial Officer shall be authorized to make all deductions from each individual's pay as required by local, state, or federal regulations and any other deductions authorized by the individual and approved by the Board of Education. Each payroll and other orders for the payment of expenses by the town treasurer on behalf of the Board of Education shall be signed by the Superintendent or the Superintendent's designee.

Legal Reference:       Connecticut General Statutes  
                              10-248 Payment of school expenses.

Policy adopted:       May 13, 2009

ANDOVER PUBLIC SCHOOLS  
Andover, Connecticut

## **Business/Non-Instructional Operations**

### **Board of Education Credit Card**

A credit card will be issued only in the name of the Board of Education. The credit card will be under the sole supervision of the Superintendent and only expenditures by Board employees to conduct business associated with the school system will be authorized by the Superintendent. The Board of Education credit card shall be used for school business only, not for any personal business. If the Board of Education credit card is used for personal business disciplinary action, which may include termination, will be taken.

Immediately subsequent to the use of the credit card, the Board employee will return the credit card and submit a fully itemized statement of expenses. The Board employee will pay any charges against the credit card not authorized, not properly identified on the statement of expenses, or disallowed following an internal or external audit.

An employee will not use the credit card if any of his/her disallowed charges are outstanding. The Board or the Superintendent, has the unlimited authority to terminate the use of the credit card by any employee if there is any suspicion the use of the credit card is being abused in any manner.

Legal Reference:       Connecticut General Statutes  
10-248 Payment of school expenses.