

# Milton Town School District

## Procedure

### E110P: PAYMENTS

#### Procedure

1. The Milton Town Finance Department shall prepare all payments for approval.
2. The Superintendent or her/his designee (normally the Business Manager) will review the Board Orders and the Payroll Warrant.
3. Authorization for salary payments shall consist of:
  - a. A duly authorized contract of employment.
  - b. Verification by time sheet and/or leave reports that payment is authorized.
  - c. Deductions required by Federal or State law, court orders, and requested by the employee shall be made in accordance with associated regulations.
  - d. Optional deductions, authorized by eligible employees, may include:
    - I. Payment to area credit unions and bank savings accounts
    - II. Contribution to the United Way
    - III. Employee 403(b) contribution
    - IV. Premiums for group insurance
    - V. Contributions to Flexible Benefits Plans
    - VI. Union dues
  - e. Each employee assumes responsibility for any tax liabilities incurred as a result of optional deductions chosen.
  - f. The District shall not provide investment advice concerning 403(b) plans chosen by individual employees.
4. The Payroll Warrant will be signed and approved by the Superintendent or his/her designee.
5. Supporting documents for each invoice payment shall include:
  - a. A signed purchase order, or a Superintendent's authorization for purchase.
  - b. An invoice prepared by the vendor.
  - c. Verification that the items or services were received.
6. Bill payment dates will be every other Friday. By 3:00 pm on the Monday preceding the bill payment date the Finance Department will have available a Warrant (Board Order) for review. The Board members are encouraged to review the Warrant and ask questions of the Superintendent or his/her designee. The warrant needs to be signed or electronically approved by the Board members by Thursday of the week bills are paid.
7. Invoices presented to the Board for review that are in accordance with policy E108 represent binding obligations of the district that have already been incurred and for which payment is required.

*Date Warned:* June 28, 2010  
*Date Adopted:* July 12, 2010  
*Legal Reference(s):*  
*Cross Reference:* Replaces Procedure 613