

DJEJ PAYMENT PROCEDURES

DJEJ

Payment of bills shall be considered by the board at regular board meetings upon the recommendation of the superintendent or designated representative.

The board may designate one or more employees to pay bills in advance of any board meeting in order to avoid a penalty for late payment or to take advantage of any early payment discount.

APPROVED: August 6, 1973

AMENDED: November 14, 1983

REVIEWED: May 8, 2000

REVIEWED AND APPROVED: December 12, 2011

DJEJ-R PAYMENT PROCEDURES

DJEJ-R

Claims which are submitted to the board for payment must meet the criteria found in DJEG.

A list of claims will be attached to the board's agenda each month and shall include the following information: Claimant, amount of claim, the fund against which the claim is based and the claim description.

APPROVED: August 6, 1973

AMENDED: November 14, 1983

AMENDED: November 18, 1991

REVIEWED: May 8, 2000

REVIEWED AND APPROVED: December 12, 2011