

**Board of Trustees
Douglas County School District**

FINANCES

PAYMENT OF CLAIMS

The Board directs the prompt payment of valid District obligations. Each bill or obligation of the Board must be fully itemized, verified, and duly audited and must be passed upon and ordered paid by the Board before a warrant can be drawn for its payment, except that the Superintendent is directed to pay for purchases in the amount permitted by NRS or less by check drawn on a revolving cash fund.

It shall be the responsibility of the Director of Business Services upon receipt of an invoice to verify that the voucher is in order, that the goods were received in acceptable condition or services were satisfactorily rendered, that funds are available to cover the payment, that the item is one for which the Board budgeted, and that the invoice is for the amount contracted.

All claims for payment received ten days before the next regular Board meeting shall be submitted for consideration at that meeting. Prior to the Board's consideration of the vouchers for payment the cumulative voucher sheet shall be reviewed by each Trustee of the Board. Wherever possible, the Board shall receive the voucher sheet in advance of the Board meeting.

Upon approval of a voucher, the responsible administrator shall, within one week, prepare a warrant for payment, cancel the commitment placed against the appropriate account and post the actual cost.

All warrants require two signatures by any of the following three District officials: the Superintendent, Director of Business Services, and the Business Office Manager.

Reference: NRS 387.307, 387.310, 387.315, 387.325

Date Adopted: 8/12/80