

**SCHOOL DISTRICT OF MAYVILLE**

**PAYMENT PROCEDURES**

The Board of Education shall insist that the Business Office of the District schools maintain a good credit rating by the prompt payment of all bills.

The Business Office shall audit, review and approve all bills, payrolls and claims against the District before presenting them to the Board for payment. A schedule of bills must accompany all requests for payment of bills.

The District Administrator is authorized to pay utilities and other bills that offer a discount or charge a penalty if paid prior to the third Monday of the month. The District Administrator shall inform the Board each month at the regular Board meeting of those bills that have been paid prior the meeting.

LEGAL REF.: Sections 66.042 Wisconsin Statutes  
66.285  
66.286  
120.16(2) and (6)

CROSS REF.: 661.1-Rule, Procedures for Voiding District Checks  
671.1, Payday Schedules  
671.2, Expense Reimbursements

APPROVED: June 21, 1971; September 2, 1980  
ADOPTED: July 21, 1971; September 22, 1980  
REVIEWED: October 5, 1981  
REVISED: December 18, 2000

Signatures of School Board Members:

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