PAYMENTS PROCEDURES

All bills and requests for payment must be processed through the district office. Bills and requests must be received in the district office with sufficient time prior to the monthly Board meeting in order to be processed that month.

The Board shall survey all bills and authorize or reject their payment. No bills shall be approved for payment by the Board unless there is verification that the items have been received or work has been done.

In order to avoid having to pay interest fees, all payments shall be made in a timely manner as required by state law.

LEGAL REF.: Sections 66.0135 Wisconsin Statutes
120.12 (1)

CROSS REF.: 661.1, Authorized Signatures

APPROVED: June 22, 1988

REVISED: October 18, 1990
March 12, 2009