

## **Lewistown School District**

### **FINANCIAL MANAGEMENT**

7310P

#### Payment Procedures

All claims for payment from school department funds will be processed by the District Clerk. All suppliers should render invoices in duplicate for materials, supplies, services, and equipment after delivery to the school. Invoices accompanied by a signed copy of the delivery receipt should be mailed to:

Lewistown Public Schools  
Purchasing Department  
215 7<sup>th</sup> Avenue South  
Lewistown, MT 59457

In instances of a partial shipment, an invoice for the merchandise delivered and the signed copy of the delivery receipt must be submitted for payment.

An invoice to be submitted to the Board for approval for payment will qualify, when the following conditions are met:

1. The invoice bears the description and price of the items specified on the purchase order, less any allowed discounts.
2. The invoice is accompanied by the receiving copy of the purchase order, bearing the signature of the receiving clerk that the item was received in a satisfactory condition and in the quantity indicated.
3. All extensions and totals have been checked for accuracy.
4. It has the approval of the Superintendent.

As an operating procedure, each month the Board will receive lists of bills for payment from school department funds. The lists will be certified as correct and approved for payment by the Board. Actual invoices, statements, and vouchers will be available for inspection by the Board.

#### Policy History:

Adopted on: June 28, 2004

Revised on: