

Disbursement of Monies

The Business Manager shall be responsible for receiving and properly accounting for all funds of the district and is authorized to disburse district monies for the payment of district obligations. The Business Manager is authorized to:

1. Create and approve negotiable instruments
2. Use credit and/or debit cards for purposes of online ordering, airline and hotel reservations and billings, and other situation in which the use of a credit card is practical.
3. Pay invoices which are legal obligations of the district
4. Direct and control the use of petty cash funds
5. Use online banking and electronic payments.

The accounting system used shall conform with the requirements of the State Department of Public Instruction and with good accounting practices, providing for the appropriate separation of accounts, funds, and special monies.

The Board shall receive a monthly financial statement from the Business Manager, showing the financial condition of the district. Such other financial statements as may be determined necessary by the Board shall be presented upon request.

End of Apple Creek Policy HCAE

Adopted: 09 Jan 17