

## **DK—Payment Procedures**

In order to receive appropriate discounts and maintain good vendor relations, the Board directs the prompt payment of salaries, reimbursements, and bills, after due care has been taken to assure that such amounts represent proper obligations of the School for services and/or materials received. Time required for due care shall not exceed 30 days.

The Business Manager will implement procedures for the review of purchase invoices to determine that items or services are among those budgeted, itemized goods or services have been satisfactorily supplied, funds are available to cover payment, and invoices are in order and for the contracted amounts.