OYSTER RIVER COOPERATIVE SCHOOL BOARD Policy Committee April 19 & May 17, 2017 School Board First Read: May 17, 2017 School Board Second Read/Adoption: June 7, 2017 Policy Committee: January 10, 2018 & Feb. 12, 2018 -Approved	Policy Code: DK-R

Payment Manifest Procedure

CENTRAL OFFICE

1. Checks are prepared according to back up documentation and will not be dispersed until School Board approval is given, unless an exception is made by the Superintendent or designee and noted on the manifest.

     Example: Payroll and deduction/insurance checks.

2. All items received by Wednesday preceding the scheduled Manifest Review Committee meeting are guaranteed to be on that meetings manifest, provided that all applicable and required information (i.e. signature, W9 form, purchase order copy) is available to the Accounts Payable Clerk at that time.

3. On the Tuesday (no later than 4:00 p.m.) preceding the scheduled Manifest Review Committee meeting the Accounts Payable Clerk will have all applicable documentation in regards to the checks listed on the manifest ready for review by the Director of Accounting.

4. Wednesday of the week of the scheduled School Board Meeting, the Accounts Payable Clerk will deliver the folder containing the manifest report, no later than 3:00 PM to the Superintendent for his approval and signature. At this time, all applicable back up document will be delivered to the Business Administrator for School Board Review.

5. The Treasurer will pick up the prepared checks, prepare them for mailing and hold until approval of the manifest is granted by the School Board.
   Exception: Payroll and deduction/insurance checks.

SCHOOL BOARD ACTION

The School Board Chair will appoint 2 members, on a rotating basis to serve on the Manifest Review Committee which will meet as part of a posted meeting to review the manifest and approve payment. On the day following the School Board meeting the Accounts Payable clerk will notify the Treasurer to disperse checks.

Cross Reference – DK – Payment Manifest