

*Payroll Authorization*

The most substantial payment of public funds for the operation of the School District is that which is made to the employees of the Board for services rendered. To insure that each person so compensated is validly employed by this District and that the compensation remitted fairly represents the services rendered, this policy is promulgated.

One voucher-order check may be drawn by the Treasurer for the total amount of each payroll and credited to the payroll account for disbursement by the Treasurer, upon the certification as to the accuracy of the payroll by the Superintendent or his/her designee. A copy of the classified payroll journal will be sent to the Civil Service Commission.