

AUDIT OF CLAIMS

All claims shall be submitted to the School Board for approval of payment. (Claim forms available in office of Chief Financial Officer.) The Chief Financial Officer will be responsible for assuring that budget allocations are observed and that total expenditures do not exceed the amount allocated in the budget for all items.

Claims submitted to the Board shall meet the following conditions:

1. include the description and price of the items specified on the purchase order, less any allowed discounts
2. includes proper certification (verification) of the claimant
3. has the approval of the purchasing agent (who shall be established in Board Policy F150)

I.C. 5-22 et. seq.

MSD of Wayne Township, Marion County, Indiana

Adopted: Original Policy

Revised: February 10, 2014

Revised: December 9, 2019