

**West Linn-Wilsonville
School District 3J**

Code: **DK**
Adopted: 12/04/06
Readopted: 1/11/16
Orig. Code(s): DK

Payment Procedures

All claims for payment from district funds will be processed by the business manager in conformance with district procedures. Payment will be authorized against invoices properly supported by approved purchase orders, with properly submitted vouchers, or by credit card – to the extent that purchases are preauthorized by the adopted district budget or in accordance with salaries and salary schedules approved by the Board.

All suppliers must render invoices for supplies, equipment or services after delivery to the school. In the case of electronic or credit card purchases, printed receipts at the time of purchase may constitute adequate substantiation.

An invoice to be submitted to the business manager for payment shall include the following:

1. Quantity, description and price of items specified on the purchase order, less any allowed discounts;
2. Signature of the person ordering indicating that the materials were received in satisfactory order or the service completed in an acceptable manner;
3. All extensions and totals have been checked for accuracy.

END OF POLICY

Legal Reference(s):

[ORS 294.305 - 294.565](#)
[ORS 328.460](#)