

Payment Procedures

All bills and expenditures for any budgeted purchase which do not exceed \$2,000, except salaries, food, and utilities shall be authorized for payment by the administrator or the bookkeeper.

All bills and expenditures for any budgeted purchase which exceeds \$2,000, except salaries, food, utilities, and all bills and expenditures for any purchase for any amount of money which has not been budgeted shall be paid only after authorization and approval by the Charter Board.

All budgeted salaries and wages of employees of the charter school shall be paid by direction of the administrator and without further action by the Charter Board. The payment of all non-budgeted salaries and wages shall require prior approval of the Charter Board.

The above provisions shall not apply to capital reserve fund expenditures.

The administrator shall be authorized to issue written regulations covering the payment of bills. Such regulations shall be reviewed periodically by the Charter Board.

Note: Purchases will be defined as: one or more items that are intended to be used together though may be purchased separately.

First Reading Date: 4-11-17

Adoption Date: 5-2-17

Lake George Charter School