

PAYMENT PROCEDURES

Policy 673
(formerly DJ-R, item 4)

All expense reimbursement requests, bills, invoices, and other requests for payment must be submitted to the Business Office in a timely manner. The Business Office shall properly verify the appropriateness of the payment request prior to recommending it for payment. Verification of receipt of items purchased, work performed or completed, or that a proper purchase order has been completed is necessary prior to Board approval of any payment.

In order to avoid having to pay interest fees, all payments shall be made in a timely manner as required by state law.

LEGAL REF.: Sections 66.0135 Wisconsin Statutes
66.0607
120.11(4)
120.13(33)
120.16(2)

CROSS REF.: 661.1, Check Writing Services (Use of Check Signing Machine)
662.2, Petty Cash Funds
671.2, Expense Reimbursements
671.3, Salary Deductions/Withholding
672, Purchasing

ADOPTED: 01/09/12