

Bills or invoices for payments of goods or services will be submitted to the district office, along with supporting purchase orders and other documentation. When the bills or invoices are received by that office, they will be reviewed by the designated personnel.

Verified bills will be processed for payment by attaching information related to the budget account. The bills will be reviewed by designated personnel and a recommendation will be made to the board regarding payment.

A final payment determination will be made by the board. Checks or warrants for the approved bills will be drawn by the superintendent or designee.

All bills will be accepted, certified for payment, and paid within sixty (60) calendar days of receipt of bill, unless a contract specifies another payment arrangement.

The Kuna Board of Trustees authorizes the District Business Office to pay for expenditures that could accrue a late fee or recurring monthly bills, such as utility payments, without final payment determination being required by the Board.



**LEGAL REFERENCE:**

Idaho Code Section 67-2302

**ADOPTED:** August 10, 2004

**AMENDED:** October 9, 2018