

# Maury County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Payment Procedures</b>	Descriptor Code: <b>2.810</b>	Issued Date: <b>03/23/17</b>
		Rescinds:	Issued:

1 *Central Office*

2 The **Office of Financial Management** shall approve all claims for payment with valid purchase order and  
3 invoice. If request for payment is not received with proper documentation a written memo explaining  
4 why procedure was not followed is required for approval of payment. <sup>1</sup>

5 *Individual Schools*

6 Schools may obligate themselves for the purchase of equipment, supplies, or services, provided  
7 payments are completed by June 30 of the current school year or a plan for future payments has been  
8 made by the principal.

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Legal References

1. TCA 49-2-206(b)(3)
2. TCA 49-2-206(b)(5)