

Maury County

Monitoring: Review: Annually, in September	Descriptor Term: Payment Procedures Policy	Descriptor Code: 2.810	Issued Date: 05/16/22
		Rescinds: 2.810	Issued: 01/18/22

1 The Office of Financial Management shall approve all claims for payment with a valid purchase order
2 and invoice. If a request for payment is not received with proper documentation, a written memo
3 explaining why procedure was not followed is required from the department for approval of payment.

4 *Individual Schools*

5 The Maury County Office of Financial Management will use a direct payment form to remit a check to
6 each individual school expending the Board of Education funds budgeted for each school. The individual
7 schools will use their stricter internal purchasing method of expending those funds. Any unexpended
8 Board of Education funds that were provided to the school will have to be returned to the Board of
9 Education by June 1st of each fiscal year via check.

10 For internal school funds only, schools may obligate themselves for the purchase of equipment, supplies,
11 or services provided payments are completed by June 30 of the current school year or a plan for future
12 payments has been made by the principal and submitted to the Superintendent. The principal's plan must
13 be approved by the superintendent.