

**BARNSTEAD SCHOOL DISTRICT**  
**Payment Procedures**

It is the policy of the Barnstead School Board that all disbursements made on behalf of the Barnstead School District shall be processed according to the provisions of RSA 197:23-a:

"The treasurer shall have custody of all moneys belonging to the district and shall pay out the same only upon orders of the school board or upon orders of the 2 or more members of the school board empowered by the school board as a whole to authorize payments..."

Payment by the Treasurer will be authorized on the basis of the signatures of at least two School Board members.

In order that all Board members will be duly informed and have the opportunity to review authorized payments, upon request, a complete copy of each payroll and vendor manifest computer printout will be sent to each Board member upon completion of the preparation of that manifest. Any member wishing to question any disbursement may do so by talking to the SAU #86 Superintendent or designee to ask questions or to request the disbursement's supporting vouchers and other documentation.

Whenever, in the judgement of the Board member, questions cannot be resolved by communicating with the Business Administrator, the Board member will request, through the Chairman, that the issue be placed on the agenda of a forthcoming School Board meeting.

(Proposed: 05/19/87)  
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