



# RIVER VALLEY SCHOOL DISTRICT

660 West Daley Street

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Spring Green, Wisconsin 53588

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Phone: 608-588-2551

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## Payment Procedures

All bills and requests for payment must be processed through the central office. The Board shall authorize their payment.

No invoices shall be approved for payment by the Business Office unless there is verification from the building principal or authorized representative that the items have been received or work has been completed. Payments in advance shall be allowed for conference fees, travel reservations, memberships, entry fees, and other situations with the prior approval of the Business Manager.

All payments shall be made in a timely manner under State law provisions in order to avoid payment of interest fees.

A summary of all monthly payments will be distributed to all Board members before the regular monthly meeting.

LEGAL REF.: Section 120.12(1) Wisconsin Statutes  
Wisconsin Statutes 66.0607, 66.0135

CROSS REF.: Policy #661.1 - Authorized Signatures

APPROVED: July 13, 1989