

Oyster River Cooperative School District/SAU #5 – August 2012

Manifest Procedure**CENTRAL OFFICE**

1. Checks are prepared according to back up documentation and will not be dispersed until School Board approval is given.
Exception: Payroll and deduction/insurance checks.¹
2. All items received by Wednesday preceding the scheduled School Board meeting are guaranteed to be on that meetings manifest, provided that all applicable and required information (i.e. signature, W9 form, purchase order copy) is available to the Accounts Payable Clerk at that time.
3. On the Friday (no later than 4:00 p.m.) preceding the scheduled School Board meeting the Accounts Payable Clerk will have all applicable documentation in regards to the checks listed on the manifest ready for review by the Director of Accounting.
4. On Monday morning of the week of the schedule School Board Meeting the Accounts Payable Clerk will deliver the manifest and applicable documentation to the Director of Accounting for review.
5. The Treasurer will pick up the prepared checks, prepare them for mailing and hold until approval of the manifest is granted by the School Board.
Exception: Payroll and deduction/insurance checks.
6. Tuesday of the week of the scheduled School Board Meeting, the Accounts Payable Clerk will deliver the folder containing the manifest report, no later than 10:00 AM to the Superintendent for his approval and signature. At this time all applicable back up document will be delivered to the Business Administrator for School Board Review.

SCHOOL BOARD ACTION

1. The School Board Chair will appoint at least 3 members to serve along with the Chairperson for a total of 4 to achieve a quorum which will meet as part of scheduled Board meeting to review the manifest and approve payment. 2. On the Thursday following the School Board meeting the Accounts Payable clerk will notify the Treasurer to disperse checks.

¹ We realize emergencies do arise, but the release of any check will need to be pre-approved by the School Board Chair. In the event that the School Board Chair is not available the Superintendent or Business Administrator may choose a secondary School Board Member in the Chair's place.