

Business/Non-Instructional Operations

Paying for Goods and Services

The responsibility for payment of expenses for maintenance of the schools rests with the Board of Education. Authorization for payment may be given by the Superintendent or Finance Director and confirmed by Board of Education action.

Authorization for payment for goods and services will be given under the following conditions:

1. Contracted for within budgetary limits,
2. Purchased according to relevant purchasing policies and regulations,
3. Certified by a school/office representative as having been received in acceptable condition.

The Superintendent shall be authorized to approve for payment the current obligations of the school district.

The Finance Committee reviews expenditures and recommends action on the disbursement report to the full Board.

A report of these expenditures shall be made at the regular meetings of the Board.

Legal Reference: Connecticut General Statutes

10-248 Payment of school expenses

Policy adopted: June 26, 2006

EAST HAMPTON PUBLIC SCHOOLS
East Hampton, Connecticut

Business/Non-Instructional Operations

Payroll Procedures

Payroll authorization forms approved by the building administrator, Budget Analyst, Finance Director, and the Superintendent must be submitted to the Payroll Department before a new employee can be paid. This is to assure that the proper rate is paid and that the charges are properly allocated. The new employee will be added to the first payroll processed following receipt of authorization forms.

The payroll authorization form should also be used when an employee's rate or location changes or employment is terminated.

The payroll authorization form shall be placed in the employee's personnel file.

Overtime and Need for Additional Personnel

Overtime or substitutes' pay shall be approved by the applicable administrator.

Substitute and Homebound Teachers

A substitute teacher or homebound teacher form shall be completed by the employee and submitted to the school office secretary at the end of each work week. The secretary will, in turn, forward the form with the biweekly substitute form to the Budget Analyst.

Allocations and Expenditures

All payroll allocations and expenditures will be charged by location, program and classification of employee within the computerized budgeting system.

Employee salary history will be maintained according to the State Retention Laws.

(cf. 3410 - Accounting Procedures re Payroll Procedures)

Legal Reference: Connecticut General Statutes

10-248 Payment of School Expenses

Regulation approved: June 26, 2006

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Board of Education Credit Card

A credit card will be issued only in the name of the Board of Education. The credit card will be under the sole supervision of the Superintendent and only expenditures by Board employees to conduct business associated with the school system will be authorized by the Business Manager. The Board of Education credit card shall be used for school business only, not for any personal business. If the Board of Education credit card is used for personal business disciplinary action, which may include termination, will be taken.