

School Finance	C.7
<i>Adopted: July 23, 2013</i>	

It is the policy of the Hilldale Board of Education that the superintendent shall work with the school auditor and the board in the preparation of both a financial estimate and the annual budget, and publish these documents as well as any other necessary publications as required by law.

Fiscal Recommendations

The superintendent shall make such fiscal recommendations to the board as he or she deems necessary and furnish the board all information pertaining thereto. After the board considers recommendations made by the superintendent, it shall adopt those recommendations it deems advisable.

Claims

The superintendent shall cause to be prepared all claims against the school district for consideration by the board. The superintendent or designee shall furnish an explanation of those claims.

When claims are approved by the board for payment, the board clerk shall issue warrants in payment with the school district treasurer. The clerk shall ensure that a record of such warrants is made in the school district warrant register and that the warrants are distributed to the proper creditors.

Purchases

No purchase shall be made by district employees except on written purchase orders issued by the clerk of the board of education as approved by the superintendent/administrative assistant. The clerk shall keep a written record covering all purchases. This record shall include written purchase orders, a signed copy of the order showing receipt of goods, a copy of the bill, and a claim showing time of payment.

Requisitions

Employees may also request an appropriate administrator to requisition such materials as may be needed. If the request is approved by the administrator, the requisition is then sent to the superintendent/administrative assistant for final approval. Purchase requests must have complete information, including address and zip code, catalog prices and extensions.