

## PAYMENT PROCEDURES

Invoices shall be submitted to the District office for payment within 30 days after products are received or services are performed.

A Board member shall review all vouchers and authorize or reject their payment. The Board member must be able to review vouchers at least three business days prior to the Board meeting where they will be considered.

LEGAL REF.: Sections 66.285 Wisconsin Statutes  
66.286  
120.12(1)

CROSS REF.: 661.1, Authorized Signatures

APPROVED IN PART: August 20, 1991

REVISED: September 25, 1991  
December 18, 1995  
March 20, 2006