

SCOTLAND BOARD OF EDUCATION
Board Policy

Business/Non-Instructional Operations

Ordering Goods and Services – Purchase Orders and Contracts

Payroll Procedures and Authorized Signatures

The Superintendent of Schools or designee shall supervise the preparation of all payrolls. He/she shall certify payments for periods of approved absence in accordance with adopted policies of the Board. The payroll clerk shall be authorized to make all deductions from each individual's pay as required by local, state, or federal regulations and any other deductions authorized by the individual and approved by the Board. Each payroll and other orders for the payment of expenses by the accounts payable payroll clerk on behalf of the Board shall be signed by the Superintendent or the Superintendent's designee.

Legal Reference: Connecticut General Statutes

10-248 Payment of school expenses.