

## DK – PAYMENT

All payments of District funds must be authorized by the Treasurer. However, pursuant to RSA 197:23-a, the Treasurer shall authorize any payment upon order of a majority of the School Board or upon orders of two or more members of the School Board whom a majority of the Board has empowered to authorize payments.

Moneys drawn on the general fund or any special fund (with the exception of an activity fund) will require the signature of the Treasurer. Payments drawn on activity funds will follow procedures specified by the Business Administrator. The activity advisor shall not be an authorized signor.

All payments or disbursements involving grant funds, shall comply with the provisions of Board Policy and the applicable Federal, State, local and grantor regulations

Electronic or digital payments may be made after approval or pre-approval by the Board and by the Treasurer.

Functions of the Treasurer may be carried out in the Treasurer's absence by a duly appointed Deputy Treasurer or Acting Treasurer. The Treasurer is authorized to delegate approval authority to the Business Administrator to make payroll related electronic payments, provided such payments have been previously authorized by the Board.

**Legal References:**

*RSA 197:23-a, Treasurer's Duties*

*RSA 294-E, Uniform Electronic Transfers Act*

Adopted: January 21, 2021 (SAU)