

## **PAYMENT PROCEDURES**

All manifests, supported by original invoices, must be approved and signed by a majority of the Laconia School Board.

The City Treasurer (or Assistant Treasurer in the Treasurer's absence) shall sign all checks that will be mailed from the central office. The City Treasurer is authorized to delegate approval authority to make electronic payments to the Business Administrator, provided the payment has been authorized by the Board's prior approval of a manifest authorizing payment.

**Adopted: May 7, 2013**