

DOVER SCHOOL DISTRICT	POLICY CODE: DK
DATE OF ADOPTION: OCTOBER 10, 2005	PAGE 1 OF 1

MANIFEST SIGNATURES

It is customary and proper for the Dover School District to assign its officers the duty of approving for disbursement all payments for services, goods, and labor. This typically takes place on a weekly basis.

Beginning with the Chair, then the Vice Chair, and then the Secretary, and in this order of contact by Central Office, any three of the elected officers may sign the manifest or endorse other expense items for payment.

School Board officers shall endorse manifests and other forms of financial payments only after the Business Manager or Superintendent have placed their endorsements of the request for payment.

Attached to any request by the Administration for approval and signature shall be a separate expense printout showing the School Board officer (signer) the following information:

Each vendor shall be listed on one line. All expenses for District employee salaries and benefits shall be exempt from this provision.

SAMPLE FOR EACH PAYMENT:

VENDOR	AMOUNT	PRODUCT/SERVICE	ACCOUNT DRAWN FROM
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At the time of signing, the Superintendent or the Business Administrator, or a designee shall be available to answer questions regarding the payment manifest.