

POLICY: DJEJA

BILL PAYMENT AUTHORIZATION

It is the policy of this Board that the Superintendent of Schools is authorized to sign manifests within the limits of the total approved budget.

The Superintendent may delegate his authority in writing to the Assistant Superintendent of Schools for specific periods of anticipated extended absence. Should the Superintendent fail to delegate such authority, manifests shall be signed by the Board Chairman or his designee.

Copies of each authorization shall be forwarded to the Chairman of the Board and to the School District Treasurer.

ADOPTED: Norwich 24 October 1968 REVISED 14 December 1971