

## **PAYMENT PROCEDURES**

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

Electronic signatures, including computer generated signatures, may only be used as outlined in Policy EHAC – Electronic/Digital Records and Signatures. Electronic signatures can only be used on an emergency basis. The School Board authorizes the Superintendent to determine when the use of electronic signatures to sign the manifests is appropriate. Electronic or digital payments may be made after approval or pre-approval by the Board.

The City Finance Director will sign all checks that will be mailed from the central office.

### **Legal Reference:**

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

*RSA 294-E, Uniform Electronic Transfers Act*

Adopted:	June 2002
Reviewed:	October 25, 2010
Approved by NHSBA:	August, 2011
Reviewed:	April 4, 2014
Reviewed:	May 13, 2019
First Reading:	May 28, 2019
Second Reading:	June 11, 2019
Approved:	June 11, 2019
Reviewed:	August 3, 2020
First Reading:	August 11, 2020
Second Reading:	August 25, 2020
Approved:	August 25, 2020