

# Culver School District 4J

Code: **DK**  
Adopted: 12/02/03  
Readopted: 04/18/06

## Payment Procedures

All supplies should render invoices for materials, supplies, services, and equipment after delivery to the district. Upon proof of delivery and receipt of invoices, the business office will initiate payment procedures.

In instances of a partial shipment, an invoice for the merchandise that has been delivered and the signed copy of the delivery receipt must be submitted for payment.

An invoice to be submitted to the Board for approval for payment shall qualify when the following conditions are met:

1. It bears the description and price of the items specified on the purchase order, less any allowed discounts.
2. It is accompanied by the receiving copy of the purchase order bearing the signature of the receiver that the item has been received in a satisfactory condition and in the quantity indicated.
3. All extensions and totals have been checked for accuracy.
4. It has the approval of the designated business official. The Superintendent shall appoint the designated business official.

All classified employees, except contractual employees, are required to keep a monthly time sheet. This time sheet shall reflect all scheduled and non-scheduled work by the employee.

The time sheet must be signed by the employee and supervisor and submitted to the business office by the 13<sup>th</sup> of the month unless otherwise notified. Time sheets received by the business office after the deadline date will not be considered until the following month. No manual checks will be issued in cases of late time sheets.

Employees will be paid on an hourly basis and rate as determined by the negotiated agreement and annual resolution.

END OF POLICY

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### Legal Reference(s):

[ORS 294.305 – 294.565](#)

[ORS 328.460](#)

### Cross Reference(s):

DJA – Accounting System