

## **DK-PAYMENT PROCEDURES**

All manifests, supported by original invoices, must be approved and signed by the Treasurer and Chairman of the Board of Trustees.

The Charter School's Treasurer will sign all checks that will be mailed from the Business Office.

**Legal Reference:**

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

**Revised: March, 2004**

**Revised: November, 1999**

**Revised: July, 1998**

**Policy Committee Approved: January 11, 2014**

**Board Approved: March 25, 2014**

**Amended: July 10, 2019**

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