

BUSINESS

Payroll Procedures and Authorized Signatures

The Superintendent of Schools or designee shall supervise the preparation of all payrolls. He/she shall certify payments for periods of approved absence in accordance with adopted policies of the Board of Education. The payroll clerk shall be authorized to make all deductions from each individual's pay as required by local, state, and federal regulations and any other deductions authorized by the individual and approved by the Board of Education. Each payroll and other orders for the payment of expenses on behalf of the Board of Education shall be signed by the Treasurer of the Board of Education.

Legal References: Connecticut General Statutes 10-248 Payment of school expenses

Policy Adopted: July 10, 1991

Policy Revised: January 14, 1998

Policy Reviewed: December 1, 2009