

BUSINESS AND FINANCIAL
Series 800

804.1

Policy Title: FINANCIAL MANAGEMENT

Budget Implementation and Execution

Once adopted by the Board, the operating budget shall be administered by the Superintendent and his/her designees. All actions of the Superintendent/designees in executing the programs and/or activities delineated in that budget are authorized according to these provisions:

1. Expenditure of funds for the employment and assignment of staff shall meet the legal requirements of the State of Idaho and adopted Board policies.
2. Funds held for contingencies may not be expended without approval from the Board.
3. A listing of warrants describing goods and/or services for which payment has been made must be presented for Board approval each month.
4. Purchases shall be made according to the legal requirements of the State of Idaho and adopted Board policy. All purchases must have prior approval* of the principal, vice principal, or supervisor responsible for designated funds. No funds will exceed budgeted amounts approved July 1 of each fiscal year without the approval of the superintendent. The following timeline will be followed for purchase orders:
 - a. All purchase orders are due by 4:00 p.m. on the Tuesday afternoon prior to the monthly regular board meeting in order to be processed according to the above provision #3.
 - b. No purchase orders will be accepted after 4:00 p.m. on June 1st of each year. If the 1st day is a Saturday or Sunday, purchase orders will be due by 4:00 p.m. on the previous Friday.
 - c. No purchase orders for curriculum textbooks and learning materials following the district adoption cycle will be accepted after 4:00 p.m. on April 1st of each year. If the 1st day is a Saturday or Sunday, purchase orders will be due by 4:00 p.m. on the previous Friday.

*Prior approval means purchase order completed and approved

Legal Reference: I.C. § 33-701 et seq. Fiscal Affairs of School District

Revised: December 10, 2007