

MANCHESTER CITY SCHOOLS
Policy Manual

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The director of schools shall approve all claims for payment prior to their submission to the Board.¹ As operating procedure, the director of schools shall present to the Board each month a list of bills for payment. The list will be supported by invoices and vouchers.

Schools may obligate themselves for the purchase of equipment, supplies, or services, provided payments are completed by June 30 of the current school year or a plan for future payments has been made by the principal and approved by the Board.

Legal References:

1. [TCA 49-2-206\(b\)\(3\)](#)

Cross References: