

### **Advance Payments and Discounted Bills**

The Board of Education authorizes the Executive Director of Finance and Business Services and Board Secretary to pay specified expenses prior to actual board approval of said expenses but in accordance with the provisions of Chapter 279.30 of the Code of Iowa. Warrants may be issued when the Board of Education is not in session for the payment of freight, utilities, postage, printing, documented refunds, and for the payment of salaries pursuant to the terms of a written contract.

The Board Secretary and Executive Director of Finance and Business Services are also empowered to issue anticipatory and regular warrants, travel reimbursement expenses, prepayments for conferences, seminars, travel, registration, and any other payment deemed necessary. Prepayments and discounted bills are also authorized for materials and supplies in addition to debt service, and bond interest payments, which continue to be payable on demand or as required by law. Advance funding repayments made under a board approved program and investment checks may also be drawn when due or when funds on hand dictate investment of surplus funds.

All bills and salaries for which warrants are issued prior to audit and allowance by the Board of Education shall be entered in the Accounts Payable listing and approved by the Board of Education in a public meeting.

Adopted: March 10, 1986  
Revised: October 13, 2014  
Revised: December 11, 2017