

## **7.14 -- DISBURSEMENTS**

Disbursements shall be made in accordance with the school's annual budget. Contractual obligations for certificated staff members with twelve month contracts shall be paid on the twenty-sixth of each month. Contractual obligations for certificated staff members with contracts for eleven months or less per year shall be paid on the twenty-sixth of each month except that there will be two checks issued in June and no checks issued in July. In the event that the twenty-sixth of the month should fall on a holiday, payment will be made on the last day school is in session before the holiday.

Non-certificated employees will be paid on the twenty-sixth day of the month in accordance with the length of the work period each year. If the twenty-sixth day of the month should fall on a holiday, payment shall be made on the last day school is in session before the holiday.

Expenditures, other than employee compensation, shall be based on valid invoices covering purchases made by authorized persons.

Ref: A.C.A. 6-20-(1301-1304)

Approved by Board of Education 11/12/91