

1 **CJI Public Schools**

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3 **FINANCIAL MANAGEMENT**

7326

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5 Documentation and Approval of Claims

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7 All financial obligations and disbursements must be documented in compliance with statutory
8 provisions and audit guidelines. Documentation will specifically describe acquired goods and/or
9 services, budget appropriations applicable to payment, and required approvals. All purchases,
10 encumbrances and obligations, and disbursements must be approved by the administrator
11 designated with authority, responsibility, and control over budget appropriations. The
12 responsibility for approving these documents cannot be delegated.

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14 The District business office is responsible for developing procedures and forms to be used in the
15 requisition, purchase, and payment of claims.

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19 Policy History:

20 Adopted on: 03/2005

21 Reviewed on: 03/11/14

22 Revised on: