

### EXPENDITURES/EXPENDING AUTHORITY

Within the framework of applicable laws and regulations, purchases and use of materials and manpower shall be accomplished in accordance with good business practices with the primary purpose to serve the instructional program.

The Old Tappan Board of Education shall not knowingly enter into contract with any company which does not subscribe to and implement an affirmative action policy. The affirmative action officer shall execute this policy in written administrative directives.

The Business Administrator/Board Secretary shall request from the Treasurer of School Monies the funds needed in accordance with statute, code and case law requirements, and local agreements.

<b><u>Legal References:</u></b>	<u>N.J.S.A.</u> 18A:17-9	Secretary; Report of Appropriations, etc., Custodial Duties, etc.
	<u>N.J.S.A.</u> 18A:17-10	Secretary; Annual Report
	<u>N.J.S.A.</u> 18A:19-1 <u>et seq.</u>	Expenditure of Funds: Audit and Payment of Claims
	<u>N.J.S.A.</u> 18A:19-2R	Requirements for payment of claims; audit of claims in general
	<u>N.J.S.A.</u> 18A:19-3	Verification of claims
	<u>N.J.S.A.</u> 18A:19-4	Audit of claims, etc., by secretary; warrants for payment
	<u>N.J.S.A.</u> 18A:19-4.1	Account or demand; audit; approval

<b><u>Cross References:</u></b>	2224*	Non-Discrimination/Affirmative Action
	3290	Funds Management/Investing
	3320*	Purchasing Procedures
	3326*	Payment for Goods and Services

\*Indicates policy is included in the Critical Policy Reference Manual.

#### **Key Words**

Expenditures, Expending Authority,

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Revised: