

*Receiving and Approving Payment for Goods and Services*

Evidence that the goods or services ordered have been received or performed as contracted shall be required from the school or department requesting same before any payment will be authorized by the Accounting Office.

Bills presented to the Board for payment shall first be approved by the Accounting Office. Proof of receipt of delivered goods shall be required for payment of the bill.

Adopted: January 26, 1970  
Revised: January 24, 1994  
Revised: February 25, 2008  
Reviewed: May 6, 2019

Tredyffrin/Easttown School District