



# POLICY

Category	Approval		
Series 400: Fiscal Management	Effective	Administration	Board
	2/22/10	12/4/09	2/22/10
	Revised		For Review
	8/26/2024		2028

## PAYMENT PROCEDURES

**MTC 433**

The Chief Financial Officer (CFO) shall not issue any warrant for the payment of a bill against the College which is not a verified, itemized bill that has been approved for payment by the President and the Mitchell School District 17-2 Board (the Board) at a regular or special meeting of the Board. If special circumstances make it necessary for the CFO to issue a warrant at other times, a detailed list of such warrants will be presented to the Board at its next regular meeting for approval.

The CFO will assume responsibility for assuring that budget allocations are observed and that total expenditures do not exceed the amount allocated in the budget for all items.

Department heads will be responsible for observing budget allocations in their respective departments.

LEGAL REFS.: SDCL 13-18-9 through 13-18-13

6/27/2016 - Responsible personnel updated to align with MTI's organizational structure.

6/8/2020 - Responsible personnel updated to align with MTI's organizational structure.

8/26/2024 - Responsible personnel updated to align with MTC's organizational structure and remove redundancy. Added "Mitchell School District 17-2" to first reference of the Board for clarity.