

PAYMENT PROCEDURES

Code **DK** Issued **12/02**

Purpose: To establish the basic structure for payment of center obligations.

The director will receive, hold in custody and expend all funds as directed by the board.

The center will make all payment for goods and services **only** under these conditions.

- against invoices, properly supported by authorized purchase orders
- against properly submitted vouchers covering authorized expenses
- in accordance with salary schedules or salaries set by the board

Adopted 3/18/85; Revised 12/17/02

Legal references:

A. S. C. Code, 1976, as amended:

1. Section 11-1-40 - Unlawful to contract in excess of appropriate amount and to divert current funds for payment of prior obligations.
2. Section 59-10-80 - All employment and purchase contracts require board approval.
3. Section 59-19-290 - All contracts in excess of apportioned funds are void.