

Procedure for Reviewing and Approving Vendor and Payroll Warrants

Melrose School Committee **7/26/11**

The School Committee, as the head of the School Department, is responsible for reviewing and giving final approval to bills requiring the expenditure of school funds. The Committee must determine that the charges are correct and that the goods, materials and services charged for were ordered and delivered. Under state law, a majority of the School Committee must approve vendor warrants, authorizing payments to vendors who have rendered services or provided supplies and materials to the school district. A single member of the School Committee may be designated to approve and sign payroll warrants authorizing payments of compensation to school employees. Hours and dates of warrant preparation and review are subject to change based on calendar/meeting dates.

Vendor warrants

- The Business Manager will prepare vendor warrants by 8:00 a.m. on the Friday morning prior to a School Committee meeting
- Warrants will be included in the packets
- Members will have the opportunity to review the invoices in the Business Manager's office between the hours of 8:00 a.m. and 4:00 p.m. on the Friday, Monday and Tuesday before a meeting, or from 6:15-6:45 p.m. in the Aldermen's Chambers on Tuesday evening. Hours and/or days may shift if holidays and/or School Committee meeting dates require such a change. The Business Manager will e-mail the Committee if hours need to change.
- At the meeting, a list of the warrants will be included on the Consent Agenda so they can be approved together should the Committee so choose, or, as always, members may remove an item from the Consent Agenda for further consideration later in the meeting
- A quorum of members will sign the warrants immediately following the meeting at which they were approved so the invoices can be paid as soon as possible

Payroll warrants

- Payroll warrants reflect the payment of salaries and other compensation to employees; the payments generally are provided for in collective bargaining agreements or employment contracts
- One Committee member, a first alternate, and a second alternate are designated by the full Committee to swear to the payroll warrants. In order of designation they are: Chair of the Finance and Facilities Subcommittee, Vice-Chair of the Finance and Facilities Subcommittee, and Chair of the School Committee.