

Brevard County (Florida) Bylaws & Policies

6480 - EXPENDITURES

Expenditures from District and all other funds available for the public school program shall be authorized by law and procedures prescribed by the Board. Furthermore, expenditures from District funds and all other funds available for the public school program shall not be made as a donation to any organization that is not directly affiliated with the District, unless said funds were collected expressly for that purpose.

A. **Accounts Payable**

The payment of purchase orders, contracts, invoices, and utilities shall be ~~approved by the Board~~ made in accordance with the approved budget and pursuant to State statutes.

B. **Payroll Procedures**

1. No payment shall be made except to properly authorized and approved personnel and shall begin at the time employment is authorized.
2. Payments shall be based upon a Board-adopted salary schedule for each position.
3. Employees shall be paid on a ~~bi-weekly~~ semi-monthly basis.
4. Salary adjustments shall be paid on subsequent payroll periods. Persons terminating shall be paid their ~~full~~ salary or wage balance on the regular payroll period following their termination. An extreme exception must be approved by the Superintendent or his/her designated representative in writing.
5. Principals and department heads shall be responsible for submitting accurate payroll records in accordance with established time schedules and procedures.
6. Employees shall be paid by direct deposit except in limited circumstances.

C. **Overtime Payment**

1. Authorization to work overtime must be by prior approval of the department head or principal.
2. Overtime compensation shall be paid as approved by the Board.

D. **Petty Cash Funds**

Schools may establish petty cash funds for making expenditures for certain low cost incidental items. The Superintendent or his/her designee must approve each fund and the job title of the person with primary responsibility to monitor these funds. Such funds shall be administered pursuant to regulations approved by the Superintendent.

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