

**CLAY COUNTY BOARD OF EDUCATION
CLAIMS CALENDAR
CALENDAR YEAR 2017**

INVOICES RECEIVED BEGINNING DATE	INVOICES RECEIVED ENDING DATE	INVOICES MUST BE SUBMITTED TO ACCOUNTS PAYABLE OFFICE ON OR BEFORE 4:00 P.M.	DATE APPROVED INVOICES WILL BE RELEASED/MAILED
November 23, 2016	December 28, 2016	December 28, 2016	January 10, 2017
December 28, 2016	February 1, 2017	February 1, 2017	February 13, 2017
February 1, 2017	February 22, 2017	February 22, 2017	March 6, 2017
February 22, 2017	March 22, 2017	March 22, 2017	April 3, 2017
March 22, 2017	April 19, 2017	April 19, 2017	May 1, 2017
April 19, 2017	May 24, 2017	May 24, 2017	June 5, 2017
May 24, 2017	June 28, 2017	June 28, 2017	July 10, 2017
June 28, 2017	July 26, 2017	July 26, 2017	August 7, 2017
July 26, 2017	August 30, 2017	August 30, 2017	September 11, 2017
August 30, 2017	September 20, 2017	September 20, 2017	October 2, 2017
September 20, 2017	October 25, 2017	October 25, 2017	November 6, 2017
October 25, 2017	November 22, 2017	November 22, 2017	December 4, 2017

According to Board policy 04.3111, the Orders of the Treasurer **must** be approved at the regular scheduled Board meeting **before** checks can be issued.

The Board shall give subsequent approval to all budgeted disbursements made between meetings of the Board. Payments made between regular Board meetings **shall be confined** to the following:

1. contracted salaries,
2. payments to take advantage of discounts,
3. payments to prevent penalties and disruption of services, and
4. payments for approved purchases made in accordance with District policy and procedures to avoid invoices being mor than thirty (30) days past due as of the date of the Board meeting.

With the exception of recurring monthly payments such as utilities and fixed charges, no bill shall be paid without the following supportive information:

1. A purchase order signed by the Superintendent or his designated representative;
2. An invoice as to goods or services received; and
3. Confirmation that invoiced materials were received in accurate quantity and in good order.