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## CASH DISBURSEMENT WARRANT

Each month (or sooner in an emergency), shall prior to the date set by the City Treasurer, all due bills shall be checked for accuracy and receipt and listed on the Cash Disbursements Journal for signature by a majority ( at least 2) of the Finance Committee. The School Committee Chair or Vice Chair may act as one of the signatures if needed.

The Cash Disbursements Warrant lists the following:

1. Name of vendor or person
2. Description of item
3. Invoice date
4. Account number to be charged
5. Amount of bill
6. Total of all bills

The original signed Cash Disbursement Warrant is forwarded with the printed checks to the City Treasurer. After reviewing these materials, the City Treasurer keeps the Warrant and returns the signed checks to the School Department for disbursement.

Adopted: 12/10/1960

Revised: 1/23/1984; 10/8/1986; 3/3/1999, 4/16/03

Replaces: DK/Signing of Bills