

**CANDIA SCHOOL DISTRICT  
PAYMENT PROCEDURES**

In keeping with the district's desire for efficient fiscal management, the following procedure for payment of its liabilities is in effect:

1. All manifests, supported by original invoices, will be approved and signed by the majority of the School Board.
2. The School District Treasurer's real or facsimile signature will be on all checks.

Adopted: February 3, 2000  
Reviewed: May 5, 2022