

**PAYROLL PROCEDURES**

A duly certified payroll is one that has been examined and approved by the School Business Official or in his absence, the Assistant Superintendent for Administrative Services. It shall be the responsibility of the School Business Official and his staff to prepare all payrolls.

A periodic test will be conducted to verify accuracy and appropriateness of District payrolls.

Ref: Education Law §§1604; 1719; 1720; 2116-a

Adopted: June 21, 2006

Approved: August 26, 2015

Reaffirmed: April 18, 2018