

**Business and Non-Instructional Operations****Payroll Procedures and Authorized Signatures**

The Superintendent of Schools or designee shall supervise the preparation of all payrolls. He/she shall certify payments for periods of approved absence in accordance with adopted policies of the Board of Education. The payroll clerk shall be authorized to make all deductions from each individual's pay as required by local, state, or federal regulations and any other deductions authorized by the individual and approved by the Board of Education. Each payroll and other orders for the payment of expenses by the town treasurer on behalf of the Board of Education shall be signed by the Superintendent or the Superintendent's designee.

Legal Reference: Connecticut General Statutes  
[10-248](#) Payment of school expenses.

Policy adopted: April 26, 2004