



# Mitchell Technical Institute POLICY

Category	Approval		
Series 400: Fiscal Management	Effective	Administration	Board
	2/22/10	12/4/09	2/22/10
	Revised		For Review
	6/27/2016		2020

## PAYMENT PROCEDURES

**MTI 433**

The Dean of Fiscal Operations shall not issue any warrant for the payment of a bill against the Institute which is not a verified, itemized bill that has been approved for payment by the Board at a regular or special meeting of the Board. If special circumstances make it necessary for the Dean of Fiscal Operations to issue a warrant at other times, a detailed list of such warrants will be presented to the Board at its next regular meeting for approval.

The Dean of Fiscal Operations will assume responsibility for assuring that budget allocations are observed and that total expenditures do not exceed the amount allocated in the budget for all items.

The department heads will be responsible for observing budget allocations in their respective departments. Each will also serve as custodian of the activity accounts in his/her respective department and will be responsible for their proper handling and expenditures.

LEGAL REFS.: SDCL 13-18-9 through 13-18-13

6/27/2016 - Responsible personnel updated to align with MTI's organizational structure.