

## **PROHIBITED PRACTICES**

The school is not responsible for an expenditure made by a student, parent or employee who has not first received an approval from the principal.

General guidelines concerning expenditures are explicitly provided in Board policies. Prohibited practices include:

1. Issuing a check without first securing an itemized invoice or receipt (except for advances for field trips or travel).
2. Using a statement as the basis for payment.
3. Signing a blank check or a check made out to "cash."
4. Using a personal check copy as support when the check has not been canceled.