

**PAYROLL PROCEDURES**

A duly certified payroll is one that has been examined and approved by the Superintendent of Schools, or in the Superintendent's absence, the Assistant Superintendent for Management Services.

It shall be the responsibility of the Assistant Superintendent for Management Services and staff to prepare all payrolls.

Reference: Education Law 1604; 1719; 1720; 2116-a

Approved: April 4, 1991

Reviewed: October 25, 2010; April 29, 2014