

CHAPTER:	Expenditures	DATE ADOPTED	NUMBER
ADMINISTRATION			August 10, 1999 Revised November 15, 2005
SYNOPSIS:			
1	Payment of Expenses		
2	Unpaid Warrants		
3	Payroll Periods		
4	Payroll Deductions		
1	<p>Payment of Expenses: The Board Secretary, when the Board is not in session, is authorized to issue payments for salaries pursuant to the terms of a written contract and to issue payments upon the receipt of verification filed with the Board Secretary for budgeted general and plant fund expenses, expenses involving auxiliary, agency, scholarship, and loan funds, and refunds to students for tuition and fees. A payment shall be made payable only to the person performing the service or furnishing the supplies for which the payment is issued. Payments issued prior to audit and allowance by the Board shall be allowed by the Board at the first meeting after the issuance and shall be entered in the minutes of the meeting.</p> <p>The Board shall audit claims against the Merged Area to insure proper and just payment of all claims.</p>		
2	<p>Unpaid Warrants: If warrants are issued for which there are no funds available for payments of such warrants, the Board Treasurer shall institute such procedures as stated in the Code of Iowa, Chapter 74, for the payment of said warrants.</p>		
3	<p>Payroll Periods: It shall be the policy of the Board that all employees of the College be paid on a monthly or semi-monthly basis according to College procedures.</p>		
4	<p>Payroll Deductions: Payroll deductions shall consist of federal/state income tax withholding, and may consist of social security, Medicare, and the Iowa Public Employees' Retirement System (IPERS) or Teachers Insurance Annuity Association/College Retirement Equities Fund (TIAA-CREF).</p> <p>An employee may elect to have other payments withheld provided such payments and the rules for deductions have been approved by the Board.</p>		