

**BOARD OF EDUCATION
ENCUMBRANCE CLERK**

The encumbrance clerk of the board of education shall keep the books and documents of the school district and perform such other duties as the board of education or its committees may require. The encumbrance clerk shall be bonded in the amount of at least \$1,000.00

No member of the board, superintendent, principal, treasurer, instructor, or teacher employed by the board shall be eligible to serve as encumbrance clerk. However, the minutes clerk may serve as encumbrance clerk.

The encumbrance clerk shall not authorize payment of any bill or invoice until satisfactory receipt of the services or merchandise and unless said bill or invoice is properly supported by an itemized invoice clearly describing each item purchased, the quantity of each item, its unit price and its total cost. The bill or invoice shall be filed in the encumbrance clerk's official records.

Reference: O.S. 70-5-119