

**BOARD OF EDUCATION
ENCUMBRANCE CLERK
(REGULATION)***Adoption Date: 3/11/08**Revision Date: 1/28/96, 7/22/99, 3/15/00, 10/31/05, 2/26/08**Page 1 of 1*

The board of education has established the following duties for encumbrance clerk:

1. Keep all books and documents of this school district;
2. Enter the authorized amounts of appropriations in the various appropriation accounts;
3. Change the appropriate appropriation accounts and credit the affected encumbrances outstanding accounts with approved encumbrances after determining that the encumbrances do not exceed the balance of the appropriation charged;
4. Receive certification from the proper district employee that services or merchandise billed to the district have been received, file bills and invoices in official records, debit encumbrances outstanding account and credit the accounts payable account for the amounts of the approved bills.
8. Pay approved bills by issuing warrants against the designated funds, charging the warrants against the appropriate accounts payable account and crediting to the appropriate warrants issued account, or, by notifying the board treasurer that the bills are approved for payment in lieu of issuing warrants so that the treasurer can record payments by check, wire transfer, direct payroll deposit or other disbursement through the Federal Reserve System.
9. Receive all warrants, certificates of indebtedness, or bonds from the treasurer after the treasurer has registered the warrants in numerical order.
10. Perform such other duties as directed by the board of education.

The encumbrance clerk will post a surety bond in the amount of \$1,000.00 before discharging any duties as minutes/encumbrance clerk.

Before July 1, 2007, the district encumbrance clerk shall complete at least twelve (12) hours of instruction on school finance laws of this state, accounting, ethics, and the duties and responsibilities of a school district encumbrance clerk. A district encumbrance clerk hired after July 1, 2007, must complete this training within nine (9) months after employment as a district encumbrance clerk. In addition to these requirements, the district encumbrance clerk is required to complete a minimum of twelve (12) hours of continuing education every three (3) years.

REFERENCE: 70 OS §5-119, §5-190

NOTE: The encumbrance clerk cannot be a member of the board of education. Superintendents, principals, treasurer, assistant treasurer, instructors, and teachers employed by the board may not service as the encumbrance clerk.