

**Riverside Cemetery District  
Board Policy**

**PAYMENT PROCEDURES**

Policy 48

As an operating procedure, the Board will receive each month from the Office Manager a list of bills for payment from the district funds, which lists will be supported by invoices and vouchers properly certified and approved with respect to materials or services received or expenses incurred. The Board will discuss questionable items, if any, in the listings, make changes, if any are deemed necessary, and approve the bills for payment.

No payments for services will be paid in advance of the actual services. The Board may choose to pay for materials and/or equipment in advance of installation or service and in such situations will be considered on a case by case basis.

Adopted: 11/9/2004