

PAYROLL PAYMENT PROCEDURES

Payroll for all employees of the Islesboro School Department shall be prepared by the Office of the Superintendent and submitted to the Islesboro Town Office for the payment. The Office of the Superintendent shall maintain and preserve such records as required by law.

Cross Reference: CB ó School Superintendent
 CB-R ó Superintendent Job Description
 DI ó Fiscal Accounting and Reporting

Revised: **July 9, 2002**