

POLICY

OLD BRIDGE BOARD OF EDUCATION

FINANCES
6632/Page 1 of 1
BILLING FOR ATTORNEY SERVICES

- A. All statements for attorney services must be presented in a format that includes the following:
 - 1. Date service item was performed
 - 2. Specific description of each service items performed
 - 3. Amount of time spent on each service item, expressed in tenths of an hour.
- B. All charges for additional services must conform to the contract between the attorney and the Board.
- C. The contract between the attorney and the Board will be approved by a resolution of the Board. Copies of the contract will be distributed to all Board members prior to action on the resolution.

Adopted: 19 January 1999

Revised: 27 June 2000

