

Operational Services

Payment Procedures

The Treasurer or Assistant Superintendent for Business Services shall prepare a list of all due and payable bills, indicating vendor name and amount, and shall present it to the Board of Education in advance of the Board's first regular monthly meeting. These bills shall be reviewed by the Board of Education, after which they may be approved for payment by Board of Education order. Approval of all bills shall be given by a roll call vote and the votes shall be recorded in the minutes. The Treasurer or Assistant Superintendent for Business Services shall pay the bills after receiving a Board of Education order or pertinent portions of the Board minutes, even if the minutes are unapproved, provided the order or minutes are signed by the Board President and Secretary, or a majority of the Board.

The Treasurer is authorized, without further Board approval, to pay Social Security taxes, wages, pension contributions, utility bills, and other recurring bills.

Revolving funds for school cafeterias, athletics, petty cash, or similar purposes may be used, provided such funds are maintained in accordance with Board policy 4:80, *Accounting and Audits*, and remain in the custody of an employee who is properly bonded according to State law.

In addition, a list of authorized advanced checks will be maintained by the business office. Periodic updates to this list will be made as necessary per Board approval. The Assistant Superintendent for Business Services is authorized to make required payments from the approved advanced check list. Advanced checks, not on the approved list may be authorized by the Assistant Superintendent for Business Services up to \$1,000 and up to \$5,000 by the Superintendent and up to \$25,000 by the Board President after board members have been polled. These disbursements shall be included in the listing of bills presented to the Board.

LEGAL REF.: 105 ILCS 5/8-16, 5/10-7, and 5/10-20.19.
23 Ill.Admin.Code §100.70.

CROSS REF.: 4:55 (Use of Credit and Procurement Cards), 4:60 (Purchases and Contracts),
4:80 (Accounting and Audits)

ADOPTED: January 13, 2011