



**Bloomington
School District 13**
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Ms. Valerie Varhalla
Director of Finance
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To: Dr. Jon Bartelt
Board of Education

From: Ms. Valerie Varhalla

Date: June 26, 2023

Re: Pre-authorization of invoices

Background:

Each year at this time, the Board of Education authorizes the Treasurer to pay invoices dating after the June 26, 2023 Board of Education meeting. This action is due to the cancellation of the July Board of Education meeting. The school treasurer is required by the Illinois Prompt Payment Act (30 ILCS 540) to pay bills no later than sixty days after the receipt of the invoice. Allowing the Treasurer to pay these obligations prior to the August 2023 meeting will avoid penalties, interest charges, or discontinuation of service.

Situation:

We are requesting authorization for the following:

- All payroll, liabilities and insurance
- All approved construction projects, technology, furniture and equipment
- All utility bills
- All credit cards
- Annual renewal of membership dues
- Attorney Fees
- Audit fees
- Copier and file management leases
- Special Education tuition payments
- Other ordinary expenses that may come due prior to the August 2023 Board Meeting

Board President

Date