

## PRESS PLUS ISSUE #119 (June 2025) – 8/22/25 POLICY COMMITTEE MEETING

### 1. ACTION TO BE TAKEN:

\_\_\_\_\_ **CONSENT**

\_\_\_\_\_ **1st READING**

\_\_\_\_\_ **KEEP IN COMMITTEE**

\_\_\_\_\_ **DELETE POLICY**

### 2. POLICY COMMITTEE TO DETERMINE:

\_\_\_\_\_ **Adopt as Presented**  
*(change “revised” & “reviewed” date)*

\_\_\_\_\_ **Adopt with Additional District Edits**  
*(change “revised” & “reviewed” date)*

\_\_\_\_\_ **Not Adopted**  
*(change “reviewed” date)*

## *Document Status: Review and Monitoring*

### Operational Services

#### **4:50 Payment Procedures**

The Business Manager or designee 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 or, if necessary, a special 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 Business Manager or designee shall pay the bills after receiving a Board of Education order signed by the Board President and Secretary, or a majority of the Board. [PRESSPlus1](#)

The Business Manager 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.

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), 4:80 (Accounting and Audits)

ADOPTED: September 10, 2002

REVISED: October 7, 2015

REVIEWED: May 7, 2020

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#### **PRESSPlus Comments**

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com)), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

**Issue 119, June 2025**