



Bloomington
School District 13
164 Euclid Avenue
Bloomington, Illinois
60108-2604

John T. Reiniche
Chief School
Business Official
630-671-5035

Cindy Marshall
Administrative
Assistant/Bookkeeper
630-671-5031

Geri Zanoni
Payroll
630-671-5032

Fax
630-893-1818

E-mail
jreiniche@sd13.org

To: Dr. Jon Bartelt
Board of Education

From: Mr. John Reiniche

Date: June 21, 2022

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 27, 2022 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 of the receipt of the invoice. Allowing the Treasurer to pay these obligations prior to the August 2021 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
- American Express credit cards
- Annual renewal of membership dues
- Attorney Fees
- Audit fees
- BMO Harris credit cards
- Copier and file management leases
- Special Education tuition payments
- Other ordinary expenses that may come due prior to the August 2021 Board Meeting

Board President

Date