



UNITED TOWNSHIP

HIGH SCHOOL DISTRICT 30

To: Board of Education
From: Janice Roome, Comptroller
CC: Dr. Jay Morrow
Date: June 9, 2025
Re: Permission to process an additional accounts payable check run for July

Background Information

The July 2025 board meeting is being held later in the month than typically scheduled meetings. Many of our June invoices will be due prior to the meeting date of July 21, 2025.

Administrative Considerations

This check run will be in addition to the July 21, 2025 board bill check run and the authorized “quick pay” run we process to pay utility bills and p-card invoices in order to avoid penalties and interest charges. If approved, we will provide the check run listing to the Board of Education in the July board meeting packet.

Options Considered

An earlier check run will allow us to meet payment deadlines for many of our annual contracts and purchase order agreements. It will also allow us to make timely payments for construction work done during the month of June 2025.

Fund Source

All funds

Recommendation

We recommend the board approve an additional accounts payable check run earlier in July 2025.