

Operational Services

Payment Procedures

The Treasurer shall prepare a list of all due and payable bills, indicating vendor name and amount, and shall present it to the School Board in advance of the Board's regular monthly meeting or, if necessary, a special meeting. These bills shall be reviewed by the School Board, after which they may be approved for payment by School Board order. Approval of all bills shall be given by a roll call vote and the votes shall be recorded in the minutes. The Treasurer shall pay the bills after receiving a School board 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 or Secretary, or a majority of the Board.

The Treasurer is authorized without further School Board approval to pay Social Security taxes, wages, pension contributions, utility bills, and other recurring bills. These disbursements shall be included in the listing of bills presented to the School Board.

The Board authorizes the Superintendent or designee to establish revolving funds and a petty cash fund system for school cafeterias, athletics, or similar purposes 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 and who is responsible to the Superintendent and the Board. Payments from these funds shall be included in the listing of bills presented to the School 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, 4.60, 4.80

Adopted: April 25, 1996

Revised: August 22, 2001

Revised: December 15, 2010

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