

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 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, after which they may be approved for payment by 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 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 and Secretary, or a majority of the Board.

The Treasurer is authorized, without further 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 Board.

The Board authorizes the establishment of revolving funds for school cafeterias, lunchrooms, athletics, petty cash, or similar purposes, provided such funds are in the custody of an employee who is properly bonded according to State law and who is responsible to the Superintendent and the Board. The Superintendent shall submit a monthly report and an annual summary of all receipts to and expenditures of the funds to the Board and Treasurer and shall otherwise manage the funds in accordance with State law.

LEGAL REF.: 105 ILCS 5/8-16, 5/10-7, and 5/10-20.19.

CROSS REF.: 4:60 (Purchases and Contracts)

ADOPTED: December 15, 2015