

Operational Services

Payment Procedures

The Business Manager 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 first regular monthly meeting. These bills are 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.

Checks will not be distributed or mailed prior to the check date.

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

The Board authorizes the Superintendent or designee to establish imprest fund accounts and a petty cash fund system for school cafeterias, lunchrooms, athletics, or similar purposes, provided such funds are maintained in accordance with Board policies 4:80, *Accounting and Audits*, and 4:92, Imprest Fund Accounts, 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 and Contracts), 4:92 (Imprest fund Accounts), 4:80 (Accounting and Audits)

ADOPTED: November 6, 2001

AMENDED: January 24, 2011