

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 regular monthly meetings. These bills shall be reviewed by the Board of Education, after which they may be approved for payment by Board of Education 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 of Education 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 to pay Social Security taxes and wages, utilities, scheduled bond and interest payments, other previously agreed upon scheduled contractual payments without further Board of Education approval. These disbursements shall be included in the listing of bills presented to the Board of Education.

Revolving funds for school cafeterias, athletics, petty cash, or similar purposes may be used, 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. Payments from these funds shall be included in the listing of bills presented to the Board of Education.

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

CROSS REF: 4:55 (Use of Credit and Procurement Cards), 4:60 (Purchases), 4:65 (Review and Approval of Purchases and Travel)

ADOPTED: July 18, 2005

REVISED: September 28, 2015