Operational Services

Payment Procedures

The Treasurer or designee shall prepare a list of all due and payable bills, indicating vendor name and amount, and shall present it to the Board of Control in advance of the Board's first regular monthly meeting or, if necessary, a special meeting. These bills are reviewed by the Board of Control, after which they may be approved for payment by Board of Control 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 Control 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 of Control.

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 of Control.

The Board authorizes the Executive Director or designee to establish revolving funds and a petty cash fund system for school cafeterias, lunchrooms, athletics, or similar purposes, provided such funds are maintained in accordance with Board of Control policy 4:80, *Accounting and Audits,* 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), 4:80 (Accounting and Audits)

UPDATED: August 6, 2020