Operational Services

Payment Procedures

The CEO or designee shall prepare a list of all due and payable bills, indicating vendor name and amount, and shall present it to the NKEC Board in advance of the Board's first regular monthly meeting or, if necessary, a special 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.

The CEO or designee 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 CEO 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 policy *Accounting and Audits* and remain in the custody of an employee who is properly bonded according to State law.

Board Adoption Date: October 10, 2022.

Revised: August 24, 2022, and September 8, 2022.

Legal Reference: 105 ILCS 5/8-16, 5/10-7, and 5/10-20.19.

23 Ill.Admin.Code §100.70.