

Operational Services

Payment Procedures

All bills for goods, services, salaries, expenses or other items must be approved by the Board of Education except when paid for from Revolving Funds for school cafeterias, lunch rooms, athletics, petty cash or similar purposes, provided such funds are in the custody of an employee who is properly bonded and who is responsible to the Board and the Treasurer. Payments from these funds shall be included in the listing of bills presented to the School Board.

The Treasurer shall prepare a list of all due and payable bills, indicating vendor name and amount, and shall present it in advance of the School Board's monthly meetings. These bills shall be reviewed by the School Board, after which they may be approved for payment by School 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 School Board approval.

In the alternative, the Board may use a voucher system whereby vouchers are prepared and bill payments are ratified by the Board at the next regular Board meeting.

The Treasurer is authorized to pay Social Security taxes and wages without further School Board approval. These disbursements shall be included in the listing of bills presented to the School Board.

LEGAL REF.: Illinois School Code, Sec. 8-16, 10-7, and 10-20.19. (105 ILCS 5/8-16, 5/10-7, and 5/10-20.19).

Adopted: May 22, 1997
Reviewed: January 23, 2003
Revised: December 18, 2003