

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 School Board in advance of the Board's regular meeting(s) or if necessary, a special meeting. These bills shall be reviewed by the School Board (or designated Board of Education committee), 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 a School 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.

The Treasurer is authorized to pay payroll taxes, payroll withholdings, wages and other Board of Education budgeted and approved expenses to avoid late payments fee (e.g. utilities, registrations, insurance premiums, etc.) without further School Board approval.

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

Reviewed: February 28, 2005, April 23, 2012, October 26, 2015

Adopted: March 21, 2005

Revisions Adopted: April 16, 2007; May 14, 2012, November 9, 2015