

## **Operational Services**

### **Payment Procedures**

The Treasurer and/or designee 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 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 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 Board may, by resolution, approve payment of all due and payable bills through approval by the Superintendent and Board President in months where there is no regular meeting or special meeting of the Board scheduled.

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.

The Board authorizes the Superintendent 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 4:80, *Accounting and Audits*, and remain in the custody of an employee who is properly bonded according to State law.

### **Project Administration**

Board approval shall be required for any payments to a contractor for work completed, according to a previously agreed schedule and upon certification by the architect if an architect is involved with the project.

Payment for the final installment, or portions thereof, shall be withheld until all work has been completed to the satisfaction of the architect and the Superintendent and/or the Board of Education.

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)

Adopted by Board Action 08/04/1998  
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