

OPERATIONAL SERVICES

4:50 Payment Procedures

The Business Manager or designee shall prepare a list of all due and payable bills, indicating vendor name and amount, and shall present it to the Governing 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 Township 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 Treasurer is authorized to pay Social Security taxes and recurring bills including, but not limited to, wages, pension contributions and utility bills without Board approval upon certification by the Board Secretary of the amount only. These disbursements shall be included in the listing of bills presented to the Board.

The Board authorizes the Executive Director or designee to establish an Imprest account and petty cash accounts for appropriate Cooperative expenditures, provided such accounts are maintained in accordance with Board policy 4:80, *Accounting and Audits*, and remain in the custody of an employee who is properly insured 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)

ADOPTED:October 11, 2012

REVISED:July 10, 2012; December 17, 2015; June 18, 2020

Proviso Area for Exceptional Children (P.A.E.C.)
