OPERATIONAL SERVICES

Payment Procedures

The Treasurer shall cause to be prepared a listing of all due and payable bills indicating vendor name and amount and shall present this listing in advance of the regular monthly meeting of the School Board. These bills shall be reviewed by the School Board, after which they may be approved for payment by order of the School Board.

Checks covering all invoices approved for payment by the School Board shall be signed by the Treasurer and issued to the vendor.

The Treasurer may disburse employee payrolls and related taxes, and pay utility bills without advance approval of the School Board. These disbursements shall be subsequently included in the listing of bills presented to the School Board for review and approval.

The School Board may establish revolving funds for school cafeterias, lunch rooms, athletics, petty cash or similar purposes as is considered prudent. The Superintendent shall be responsible for establishing rules and regulations governing the administration of these funds. Disbursements from these funds may be made without advanced approval of the School Board, but shall be subsequently included in the listing of bills presented to the School Board for review and approval. Custodians of these funds must be properly bonded according to State law and shall be responsible to the Superintendent and the Board.

Bills on which the District receives a discount for payment within a specified period will be paid within the discount period if properly authorized and if waiting will mean losing the discount.

Approval of all bills shall be given by a roll call vote of the School Board, and a listing of the total amount paid from each fund shall be recorded in the minutes of the meeting. 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.

No payment shall be made to a contractor until all work has been completed to the satisfaction of the architect, if an architect is involved with the project, and/or the Superintendent and the School Board.

Salary Deductions

The District shall, make salary deductions for appropriate District personnel for the following purposes:

1. Payment of the employee amount required for individual or individual with dependent coverage of approved hospitalization and major medical insurance programs;

2. Participation in a Board approved tax deferred annuity program of the individual's choice and paid through a salary deduction;

3. Any dues, payments of contributions payable by the employee to any employee labor or professional organization; and

4. Authorized deductions for other organizations found qualified by the State Comptroller conforming to the Voluntary Payroll Deductions Act, such as credit unions and the United Way Fund.

In the event that the District is served with an income withholding notice pursuant to the Income Withholding for Support Act, the District is required to withhold payment of income.

The District may deduct a five-dollar service fee each month from the employee's income when income is withheld according to an income withholding notice.

LEG. REF.: 105 ILCS 5/8-16, 5/10-7, and 5/10-20.19, 820 ILCS 115/1 et seq.

ADOPTED: November 3, 1987
REVISED: September 19, 2006
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