

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 Board of Control in advance of the Board's regular monthly meeting or, if necessary, a special meeting. These bills shall be reviewed by the Board of Control, 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 of Control order or pertinent portions of the Board minutes, even if the minutes are unapproved, provided the order or minutes are signed by the Board Chairperson and Secretary, or a majority of the Board.

The Treasurer is authorized without prior Board of Control 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 of Control at its next meeting.

The Board of Control authorizes the Executive Director 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.

Salary Deductions

Upon written receipt, an employee may have a salary deduction made for charities, annuities, and other purposes approved by the Executive Director or designee. SASED will accept no responsibility with regard to the transaction other than forwarding the deduction to the designated agency. The Executive Director or designee will inform the Board of Control of the currently approved list of agencies not later than November 1st of each year.

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: February 23, 2011

UPDATED: September 13, 2016