

## 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 in advance of each regular Board meeting *or, if necessary, a special meeting*. These bills shall be 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 the Board approval.

The Treasurer is authorized to pay without further Board approval, Social Security taxes, wages, pension contributions, utility bills, and other recurring bills for essential services. 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.

### Salary Payment under Federal Awards

The Superintendent or designee shall establish procedures for charges to federal awards for salaries and benefits based on records that accurately reflect the work performed C.F.R. 200.430. Under unexpected or extraordinary circumstances, awarding agencies may allow federal award recipients to continue to charge salaries and benefits to currently active federal awards. This treatment will be consistent with action taken under non-federal awards.

LEGAL REF.: C.F.R. 200.430  
105 ILCS 5/8-16, 5/10-7, and 5/10-20.19.  
23 Ill.Admin.Code §100.70.

CROSS REF.: 4.55, 4.60, 4.80

Adopted: March 11, 1997

Revised: August 14, 2012  
May 12, 2020