



<p><b>DIVISION</b>          VII. Business Services</p>	<p><b>POLICY NUMBER</b>          8.03.02</p>
<p><b>CATEGORY</b>          8.03.02 College Expenditures</p>	<p><b>DATE</b>          Adopted 12/2007          Revised 3/2015,          12/2016, 12/2017</p>

8.3.2 **PAYMENT OF EXPENDITURES**

The Board will receive a list of all bills submitted for payment monthly. The list will include payee, purpose of expenditure, detail, and check amount, as required under section 110 ILCS 805/3-27. The bills will be classified in two categories. 1) Revolving Fund and 2) Bills to be approved.

**Revolving Fund**

To insure prompt payment to our vendors and compliance with the Illinois State Prompt Payment Act a revolving fund under section 110 805/3-27 (b) is established. Expenditures that meet one of the following criteria will be paid bi-weekly, at a minimum, from the Revolving Fund.

- 1) Expenditures under \$5000
- 2) Expenditures under \$5000 made on the College’s procurement card
- 3) Expenditures under \$5000 for legal and worker’s compensation settlements
- 4) Utilities i.e., water, electric, gas sewer, waste disposal, telephone, etc.
- 5) Resale expenditures for Food Service and Bookstore
- 6) Monthly life insurance, workers compensation insurance, property insurance and liability insurance premiums
- 7) Travel and travel related expenditures that are below the maximum thresholds as outlined in travel policies and procedures for employees and board members
- 8) Disbursement of student loans, grants and student/miscellaneous refunds
- 9) Independent contractors for instructional services
- 10) Payroll taxes, payroll deductions and unemployment payments
- 11) Postage
- 12) Credit card payments
- 13) Expenditures where the College has a contractual obligation to make the payment by a certain date
- 14) Expenditure with the approval of the college treasurer or his/her designee.

The Board will receive an itemized listing of those payments made during the previous month.

**Bills to be Approved**

All bills presented for payment that do not meet the criteria to be disbursed from the Revolving Fund will be listed under this category. It is the responsibility of the Board to approve these bills for payment prior to disbursement being made.

Reviewed by legal counsel on 09.12.2016