

OPERATIONAL SERVICES

FISCAL MANAGEMENT – EXPENDITURES – Payment Procedures

The Regional Superintendent or his/her designee in advance of payment must approve all bills for goods, services, salaries, expenses, or other items.

A listing of all such bills shall be prepared monthly and shall be furnished to the Regional Superintendent for his/her review.

Reimbursements paid to ROE employees shall be made for expenses incurred or expenditures made for pre-approved, authorized activities. The employee's claim for reimbursement shall detail the nature of the expense and shall be supported by receipts whenever possible.

Leg. Ref.: Ill. Rev. Stat., ch. 122, para. 10-20.19 (1983)

Approved: 07/01/01