

To: Board of Education

From: Kathy Johnson, director, finance, ext. 2376

Re: Authorization to Issue Vendor Checks

Date: February 18, 2016

Background:

Payments to vendors are approved at each board meeting as a part of the consent agenda.

Rationale:

With only one board meeting in March, there will be a 4-5 week span between meetings. Administration is requesting that the Board of Education authorize the Finance Office to issue any necessary checks between February 22, 2016 and March 28, 2016 in order to avoid late fees and delinquent notices.

All expenditures will be paid in compliance with Kansas Statutes, Board Policy and Procedures. The Board of Education will receive the list of bills paid between board meetings on March 28, 2016.

Motion:

"I move the Board of Education authorize the Finance Office to issue any necessary checks to vendors between the February 22, 2016 and March 28, 2016 board meetings."