

To: Board of Education

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

Re: Authorization to Issue Vendor Checks

Date: December 8, 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 December, there will be a four to five week span between meetings.

Recommendation:

Administration is requesting that the board authorize the Finance Office to issue any necessary checks between the December 12, 2016 and January 9, 2017 board meetings in order to avoid late fees and delinquent notices.

All expenditures will be paid in compliance with Kansas statutes and board policy and procedures. The board will receive the list of bills paid at its January 9, 2017 meeting.

Motion:

"I move the Board of Education authorize the Finance Office to issue any necessary checks to vendors between the December 12, 2016 board meeting and the January 9, 2017 board meeting. The checks processed will be part of the board agenda on January 9, 2017."