

To: Board of Education

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

Re: Authorization to Issue Vendor Checks

Date: March 9, 2017

Background:

Payments to vendors are approved at each Board of Education meeting as part of the Consent Agenda.

Rationale:

With only one regular board meeting in March, there will be a four-week span between meetings. Administration is requesting that the board authorize the Finance Office to issue any necessary checks between March 13, 2017 and April 10, 2017 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 of Education will receive the list of bills paid between board meetings on April 10, 2017.

Motion:

"I move the Board of Education authorize the Finance Office to issue any necessary checks to vendors between the March 13, 2017 and April 10, 2017 board meetings."