

ARLINGTON HEIGHTS SCHOOL DISTRICT 25
BOARD BILL

DATE: _____

CHECK PAYABLE TO:

MAIL CHECK DIRECT

DIRECT DEPOSIT (ONLY for employees who have direct deposit for pay)

NEW VENDOR

RETURN CHECK TO: _____

1099 VENDOR

REASON FOR EXPENSE: _____

ACCOUNT #: _____

AMOUNT: _____

ACCOUNT #: _____

AMOUNT: _____

ACCOUNT #: _____

AMOUNT: _____

TOTAL: \$ _____

SIGNATURE: _____

DATE: _____

BUDGET HOLDER'S APPROVAL: _____

DATE: _____

ASSISTANT SUPT. FOR BUSINESS: _____

DATE: _____

Every month the Board of Education approves **Board Bills** for payment that have been received since the prior board meeting. Checks are released the day after board approval. By definition, board bills are written to address the general vendor bills across the district.

This form is NOT required to be attached to a vendor invoice.

The budget holder should use the "invoice stamp" on the invoice and complete the required information.

Any corresponding receipts must be attached (copies of originals are acceptable)

Examples of vendor invoices are:

- Monthly utility bills including electric, water, telephone, etc.
- Monthly insurance bills including medical, dental, pharmacy, life and the associated plan fees.
- (A portion of these premiums are reimbursed to the district through payroll insurance premium deductions)
- Monthly bus transportation
- Special Education transportation
- Special Education private school tuition
- Construction contract payments
- Independent contractor invoices (Payments for services from non-employees)
- Professional services including legal fees, audit, architect, etc.
- Invoices on purchase orders for supplies, equipment, etc.