



SOUTHWESTERN ILLINOIS COLLEGE  
DISTRICT 522

BOARD POLICY

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|-----------------------|---------------------------------------|
| <b>TITLE:</b>         | <b>Treasury Functions</b>             |
| <b>CODE:</b>          | <b>6002</b>                           |
| <b>DATE ADOPTED:</b>  | <b>October 16, 1991</b>               |
| <b>DATE REVIEWED:</b> | <b>February 7, 2011; October 2023</b> |
| <b>DATE AMENDED:</b>  | <b>March 2011; November 2023</b>      |

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College management has the responsibility to safeguard assets of the College and has established this policy with the intent of establishing consistent practices related to funds managed by the College.

**A. Cash Deposits**

All cash and investment resources of the College shall be held in appropriately insured bank accounts managed by the College's Chief Financial Officer and Treasurer and those to whom authority is delegated. Staff's access to treasury functions will be dependent on their role and within the framework of internal controls for segregation of duties.

The Board of Trustees must authorize the establishment of an account at any financial institution for funds managed by the College. Individuals and clubs are not allowed to establish unique bank accounts for funds managed by the College. The College accepts ACH and Wire deposits for payment.

**B. Cash Receipts**

All cash receipts should be directed to the Student Account's Office for deposit to a College bank account and posting to the correct general ledger account. Best practices for cash handling standards must be followed to maintain chain of custody, correct recording of funds and segregation of duty.

**C. Invoicing**

Invoicing external parties, including but not limited to students, third party payors and corporate partners are to be created using the College's financial system. Collection of amounts due are the responsibility of the originating department and the Student Accounts Office.

**D. Petty Cash**

The Finance Office may authorize the establishment of a petty cash account to departments in order to make change during regular operations or special events. Petty cash funds are not to be used to make purchases or reimburse individuals for purchases.

### **E. Authorization of Expenditures**

The Board of Trustees, through the budget approval process, has authorized expenditures for business-related activities.

Payment to employees for services rendered, to the extent budgeted, will be processed through the Payroll Office.

Procurement of goods and services must be authorized by the Purchasing Office. Employees who are delegated authority may request the procurement of goods and services within approved budget parameters utilizing the College's procurement system. Employees may not initiate a purchase of goods or services or commit college funds outside the procurement system.

Unauthorized procurement (those purchases not initiated by the Purchasing Office) will not be recognized as a College expense. The individual incurring the expense will have the obligation for payment of unauthorized purchases. It is inappropriate for employees to process purchase requests for items for personal use.

Employees may be issued a credit card from the College's Procurement Card program (p-card) for use to pay for travel-related expenses (transportation, hotel, meals, or conference expenses). All travel must be authorized in advance by the appropriate approval channels.

### **F. Contract Authorization**

The Board of Trustees has the ultimate responsibility and authority for all fiscal affairs and contractual obligations of the College district. The Board has elected to delegate some contractual matters to the College President and his/her designees for review, evaluation, and execution in the interest of efficient operations.

Contracts of less than five years duration, of less than \$25,000, and not requiring a sealed bid process as required in the Illinois Public Community College Act may be processed and executed administratively without approval by the Board of Trustees. All new contracts, renewals of contracts, and amendments to contracts are required to be signed by the President or his/her designee. Any contract signed with an unauthorized signature will not be deemed as a valid contract unless approved in advance by the President through the Chief Financial Officer. Contracts include, but are not limited to, services of individuals possessing a high degree of professional skill, contracts for materials and labor, contracts for maintenance and maintenance agreements, contracts for technology services, and contracts for services over a specific period of time.

### **G. Financing Options**

The Board of Trustees must approve all financing options, including but not limited to bond agreements and capital lease agreements.