



Jacksonville School District #117

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Jacksonville, Illinois 62650
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Mr. Steve Ptacek
Superintendent of Schools

Mrs. Jamie Hadjan
Chief Financial Officer

Fiscal and Business Management

The Business Office, under direction of the Superintendent is responsible for the School District's fiscal and business management. This responsibility includes annually preparing and presenting the District's statement of affairs to the School Board and publishing it before December 1 as required by State law.

The Business Office, under direction of the Superintendent shall ensure the efficient and cost-effective operation of the District's business management using computers, computer software, data management, communication systems, and electronic networks, including electronic mail, the Internet, and security systems. Each person using the District's electronic network shall complete an "Authorization for Electronic Network Access."