

Voucher Certification and Approval

Expenditures shall be made on district voucher forms. Before vouchers are submitted to the board for payment, they shall be audited and certified by the associate superintendent, also referred to here as the district's appointed auditing officer, for accuracy and proof that the goods or services have been received and are satisfactory and that previous payment has not been made. The certification must be signed and dated by the auditing officer or his/her delegate. Vouchers shall be approved by a recorded affirmative vote of a majority of the board.

The board authorizes advance payment of a voucher. The board shall review and approve all such advance payments at its next regularly scheduled public meeting. In the event the claim is disapproved, the auditing officer and superintendent shall cause the claims to be recognized as receivables and pursue collection diligently until the funds are collected or until the board approves the payment of those claims.

The school district shall purchase and pay for surety bonds for all employees.

The board directs the superintendent to prepare appropriate procedures to implement this policy.

Legal References:

RCW 28A.330.080 Payment of claims

RCW 28A.330.090 Auditing committee and expenditures

RCW 42.24.080 Municipal corporations and political subdivisions—Auditing and payment--
Authentication and certification

RCW 42.24.180 Taxing District—Issuance of warrants or checks before approval by legislative
body—Conditions

State Auditor's Voucher certification and approval, Bulletin #301III (F)

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