

**Voucher Certification and Approval Procedures**

All claims against a school district must be pre-audited by the auditing officer. In addition, all claims must be certified by the auditing officer. This certification may be made on each individual claim voucher, or, subject to the acceptance and approval of the board, a blanket voucher certification may be used, so long as it indicates the particular vouchers so certified. The use of a blanket certification in no way relieves the auditing officer of his responsibility and liability for each individual voucher so certified. The certification must be signed and dated by the auditing officer or his designee.

The board authorizes advance payment of a voucher.

Date:  
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