

Reimbursement for Goods and Services: Warrants**1. Warrants**

A majority of the members of the Board of Directors shall approve the issuance of all warrants. Advance payments may be made on vouchers, subject to final board approval.

Expenditures of district moneys shall be made on approved vouchers by a warrant signed by the secretary of the board or, in his/her absence, the board president.

Warrants to be issued shall first be recorded with the county auditor's office and the county treasurer's office showing date, payee, and amount.

2. Unclaimed or Reissued Warrants

Warrants which have not been redeemed within a period of twelve (12) months or longer shall be canceled by the authority of the board. Such action shall take place on or before the end of each calendar year. In the event that a warrant has been lost, a replacement warrant may be issued following acknowledgment of a stop payment with the district's depository. A replacement warrant may also be issued to the estate of a deceased staff member upon notice from the court. A replacement warrant may also be issued to a claimant whose warrant has been canceled because of the time limitation imposed by this policy.

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

Cross Reference:

(cf.: 6215 – Voucher Certification and Approval)

Legal References:

RCW 28A.330.080	Payment of Claims
RCW 28A.330.090	Auditing Committee and Expenditures
RCW 28A.330.230	Drawing and issuance of warrants
RCW 63.29	Uniform Unclaimed Property Act
RCW 39.56.040	Cancellation of Municipal Warrants

Adoption Date:

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