

## 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 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 school board authorizes the superintendent to pay the invoices and present the Blanket Certification and Approval for Payment of Vouchers for ratification at the next regular board meeting, pursuant to the authority and conditions of RCW 42.24.180 as now existing or hereafter amended.

The board authorizes advance payment of a voucher when a delay in payment would otherwise result in a penalty or late fee or an interest charge on the unpaid balance. 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 auditing officer and the superintendent shall each furnish an official bond, for not less than \$50,000.00, for the faithful discharge of such duties. The school district shall purchase and pay for the surety bonds.

---

Cross Reference:	Board Policy 6500	Risk Management
Legal References:	RCW 28A.330.080	Payment of claims
	28A.330.090	Auditing committee and expenditures
	42.24.80	Municipal corporations and political subdivisions— Auditing and payment—Authentication and certification
	42.24.180	Taxing District—Issuance of warrants or checks approval by legislative body—Conditions

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