

ISSUANCE OF WARRANTS

A majority of the members of the board shall approve the issuance of all warrants, except that advance payments may be made on vouchers when authorized by the board.

In the judgment of the board, the orders for warrants issued by the district monthly, reaches such numbers that the signing of each warrant by the president, personally imposes too great a task on the president and as provided by RCW 28A.330.090, the issuance of one general certificate of affidavit to the county treasurer, to be signed by the president authorizing said treasurer to pay all of the warrants specified by date, number and amount, and the funds on which said warrants shall be drawn; thereupon the secretary of said board shall be authorized to draw and sign said orders for warrants. The Board authorizes the warrants to be electronically stamped with the signature of the Superintendent as board secretary through secured measures.

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.

Cancellation of Unclaimed Warrants

Warrants which have not been redeemed within a period of twelve (12) months or longer shall be cancelled 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 acknowledgement of a "stop payment or cancellation" with the district's depository and completion of an application for duplicate instrument affidavit. 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 cancelled because of the time limitation imposed by this policy.

Cross Reference:	Board Policy 6215	Voucher certification and approval
Legal References:	RCW 28A.330.080 28A.330.090	Payment of claims Auditing committee and expenditures
	Refers only to 2 nd class districts 63.29 39.56.040 28A.330.230	Uniform Unclaimed Property Act Cancellation of municipal warrants Drawing and issuance of warrants