

FERNDALE SCHOOL DISTRICT NO. 502
ADMINISTRATIVE PROCEDURES

No. 7322 P-1

VOUCHER CERTIFICATION AND APPROVAL

All claims against a school district must be preaudited by the district auditing officer or his/her designee. In addition, all claims must be certified by the auditing officer. The certification must be signed and dated by the auditing officer or his/her designee. For all claims, except expense reimbursement claims certified by officers or employees (see employee travel procedures), the certification must include the following language:

"I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation against the school district and that I am authorized to authenticate and certify to said claim."

The auditing officer's certification for employee / officer expense reimbursement claims must include the following language:

"I, hereby certify under penalty and perjury that the claim is a just, due and unpaid obligation against the Ferndale School District and that I am authorized to certify to said claim."

To indicate board approval for payment of those vouchers audited and certified by the auditing officer, the following statement must be entered in the minutes of the governing body;

"Vouchers audited and certified by the auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing which has been made available to the board."

"As of this date _____ The board, by a (unanimous, majority) vote, does approve for payment those vouchers included in the above list and further described as follows: (funds) voucher numbers _____ through _____ in the total amount of \$_____."

10/1/82