REIMBURSEMENT FOR GOODS AND SERVICES: 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.

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 chairman.

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.

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

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Classification: Essential