



## Central Islip Union Free School District

Board of Education & School District Policy Book

50 Wheeler Rd. | Central Islip | N.Y. | 11722

(631) 348-5000

<https://www.centralislip.k12.ny.us>

Section	Section Title	Type
6000	Fiscal Management Goals	Local
Policy	Policy Title	
6650	Claims Auditor	

The Board of Education will designate and appoint a claims auditor for the district. The claims auditor shall serve at the pleasure of the Board. The claims auditor shall report directly to the Board.

The claims auditor is responsible for formally examining, allowing or rejecting all accounts, charges, claims or demands against the school district. The auditing process should determine:

1. that the proposed payment is for a valid and legal purpose;
2. that the obligation was incurred by an authorized district official;
3. that the items for which payment is claimed were in fact received or, in the case of services, that they were actually rendered;
4. that the obligation does not exceed the available appropriation; and
5. that the submitted voucher is in proper form, mathematically correct, does not include previously paid charges, and is in agreement with the purchase order or contract upon which it is based.
6. that submitted invoices are compared against applicable quotes, bids and contract information to ensure that the vendors' price is correct, and that this documentation is attached to the claim.

The claims auditor shall provide periodic written reports as may be requested by the Board.

Adoption date: August 10, 2009

Revision date: January 14, 2019

---

#### Reference:

Education Law §§1709(20-a); 1724; 2509; 2526; 2554(b)

8 NYCRR §170.2

*Matter of Levy*, 22 EDR 550 (1983)