



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	Exhibit
Policy	Policy Title	
6650-E	Claims Auditor Exhibit	

FUND: _____ WARRANT #: _____

Beginning Check #: _____ Ending Check #: _____

NO CHECKS ISSUED – ELECTRONIC WIRE TRANSFERS ONLY _____

I hereby certify that the attached schedule of claims has been audited. All Claims have been checked for the following:

_____ Mathematical accuracy (extensions, additions, calculations or discounts)

_____ Duplicate payments (previously paid invoiced from vendors have been checked to be sure payment is not a duplicate)

_____ Vouchers have been checked against purchase orders

_____ Travel vouchers are properly itemized, (travel vouchers must contain purpose of travel, dates and points of travel and approved rate)

_____ Vouchers for personal service are properly itemized (vouchers must contain purpose, date of service, length of service and approved rate)

_____ Receipts of goods and services are attached to claims

_____ Check to see whether there is an agreement with vendor not to pay late charges. If so, deduct late charges

_____ Sales taxes have not been paid (with the exception of sales taxes on meals)

----- Mileage and meal claims (including sales tax) do not exceed authorization

----- All claims are for proper school district expenditures

----- Submitted invoices have been 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.

Pre-audit has been completed:

Senior Accountant/Business Manager

Date

Certified:

Claims Auditor

Date

Adoption Date: August 10, 2009

Revision Date: January 14, 2019