

## VOUCHER CERTIFICATION AND APPROVAL

The auditing officer or his/her designee certifies the review of vouchers by signing an affidavit of certification of vouchers. This affidavit of certification in no way relieves the auditing officer of his/her responsibility and liability for each individual voucher to be audited. The certification must be signed and dated by the auditing officer or her/her designee.

This affidavit certification will be presented to the school board at their regularly scheduled meetings and will include all vouchers not previously certified. This affidavit will be signed by all board members present at the meeting and attested to by the Secretary to the Board/Superintendent.

The following language will be included on the affidavit certification:

This is to certify, under penalty of perjury, that the undersigned has examined the attached vouchers and payroll of South Kitsap School District No. 402, Kitsap County, Washington, and that each of the invoices and vouchers were dully certified to have been received and checked as to price and quantity and have been duly certified by the claimant, as required by law; that the extensions and additions of said invoices and vouchers have been checked by the Business Office staff of the district and were found to be correct.

Other claims for reimbursements include the following certification:

**Travel claim:**

I, the undersigned, do hereby certify under penalty of perjury that this is a true and correct claim for necessary and allowed expenses incurred by me, and that no payment has been received by me on account thereof. I understand that the District may withhold from my paycheck and disallowed charges plus interest.

**Mileage claim:**

I certify the mileage driven and the miscellaneous costs incurred in the performance of my duties are true and correct as authorized by the South Kitsap School District.

Reviewed: May 15, 2024