

**Tumwater School District
Procedures**

VOUCHER CERTIFICATION AND APPROVAL

All claims against a school district must be preaudited by the auditing officer of the municipality or his/her delegate. In addition, all claims must be certified by the auditing officer. This certification may be made on each individual claim voucher or, subject to the acceptance and approval of the board, a blanket voucher certification may be used so long as it indicates the particular vouchers so certified. The use of a blanket certification in no way relieves the auditing officer of the responsibility and liability for each individual voucher so certified. The certification must be signed and dated by the auditing officer or his delegate. 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 duly appointed auditing officer of Tumwater School District, do hereby certify under penalty of perjury that the materials have been furnished, the services have been rendered, or the labor performed as described herein and that the claim is a just, due, and unpaid obligation against Tumwater School District and that I am authorized to authenticate and certify said claim.

Date: _____ Signed:

Beginning Voucher #	Ending Voucher #	Date	Amount	Fund
XXX	XXX	XX/XX/XXXX	\$XX.XX	XXX

ADOPTED: December 12, 2013