

**Tumwater School District
Board Policy**

**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, through Electronic Funds Transfer (EFT) or through Automated Clearing House (ACH) payments 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 president or through ACH and EFT payments.

Warrants/ACH/EFT payments 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. Upon cancellation a warrant will be issued to the department of revenue, unclaimed property division. 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.

Legal References: RCW 28A.330.080
28A.330.090

28A.330.230
63.29
39.56.040

Payment of Claims
Auditing Committee and
Expenditures
Drawing and issuance of warrants
Uniform Unclaimed Property Act
Cancellation of Municipal Warrants

ADOPTED: December 12, 2013
REVISED : March 26, 2015