

## REIMBURSEMENT FOR GOODS AND SERVICES: WARRANTS

### PURPOSE

This policy provides guidance on allowing ~~for~~ employees, students, customers, or vendors to be reimbursed in the event a warrant was lost or unclaimed. Under this policy, a “warrant” refers to ~~also known as a check~~ authorizing the payment of money by the District. ~~refers to~~.

A majority of the members of the Board will approve the issuance of all warrants, except that advance payments may be made on vouchers when authorized by the Board.

Expenditures of District moneys will be made on approved vouchers by a warrant signed by the secretary of the Board or, in their absence, the Board chair/president.

Warrants to be issued will 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 will be cancelled by the authority of the Board. Such action will 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. Warrants which remain unclaimed will be sent to Department of Revenue’s Unclaimed Property Department, in the form of a payment with customer information, releasing the District from further financial responsibility. [Veronica or team summarize the process of getting that money over to the Dept. of Revenue’s Unclaimed Property (UCP)].

Information about the Department of Revenue’s Unclaimed Property Department can be found on the State’s Department of Revenue website at: <https://dor.wa.gov/about/unclaimed-property-ucp>.

The District will implement this policy according to the accompanying procedures.

Washington State Schools Directors’ Association (WSSDA) model Policy 6216 adopted with modifications.

Legal References:	RCW 28A.330.080	Payment of Claims
	RCW 28A.330.090	Auditing Committee and Expenditures
	RCW 28A.330.230	Drawing and Issuance of Warrants
	RCW 39.56.040	Cancellation of Municipal Warrants
	Chapter 63.29 RCW	Dispositions

Cross References: Policy 6215 – Voucher Certification and Approval

**Adoption Date: xx/xx/2024**

**DRAFT**