Reimbursement for Goods and Services: Warrants

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 his/her 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.

Cross References:	6215 - Voucher Certification and Approval
Legal References:	RCW 28A.330.080 Payment of Claims—Signing of warrants 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 Uniform Unclaimed Property Act

Adoption Date:
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