

ANACORTES SCHOOL DISTRICT #103

Adoption Date: 10/29/98

Policy No. 6216
Management Support

REIMBURSEMENT FOR GOODS AND SERVICES: WARRANTS

Warrants for goods and services shall be prepared monthly after proper documentation insuring that purchases were authorized, goods or services received and that the correct total amount appears on the billing statement. A majority of the members of the board shall approve the issuance of all warrants, except that advance payments may be made on vouchers 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 chairman.

Warrants 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 canceled by the authority of the board. 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 acknowledgment 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 Reference:	Board Policy 6215	Voucher Certification and Approval
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

