

Expense Claim Certification and Approval

Before expense claims are submitted to the board for payment, they will be audited and certified by the district's appointed auditing officer for accuracy and proof that the goods or services have been received and are satisfactory and that previous payment has not been made. The certification must be signed and dated by the auditing officer or their delegate.

Claims will be approved by a recorded affirmative vote of a majority of the board.

The board authorizes advance payment of expenses and will review and approve all such advance payments at its next regularly scheduled public meeting. In the event the claim is disapproved, the auditing officer and superintendent will cause the claims to be recognized as receivables and pursue collection diligently until the funds are collected or until the board approves the payment of those claims.

Cross References: 6500 - Risk Management

Legal References: RCW28A.330.080Payment of claims; Signing of warrants; RCW 28A.330.090Auditing committee and expenditures; RCW 42.24.080Municipal corporations and political subdivisions; Claims against for contractual purposes; Auditing and payment; Forms; Authentication and certification; RCW 42.24.180Taxing District; Issuance of warrants or checks before approval by legislative body; Conditions

Adopted: **03.07**

Revised: **10.22.2024**