

## **Voucher Certification and Approval**

All claims against a school district must be pre-audited by the auditing officer of the municipality or his delegate. In addition, all claims must be certified by the auditing officer. This certification may be made on each individual claim voucher or, subject to the acceptance and approval of the board, a blanket voucher certification may be used so long as it indicates the particular vouchers so certified. The use of a blanket certification in no way relieves the auditing officer of his responsibility and liability for each individual voucher so certified. The certification must be signed and dated by the auditing officer or his delegate.

To indicate board approval for payment of those vouchers audited and certified by the auditing officer, the following statement must be entered in the minutes of the governing body:

Vouchers audited and certified by the auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing which has been made available to the board.

As of this date \_\_\_\_\_ the board, by a (unanimous, majority) vote, does approve for payment those vouchers included in the above list and further described as follows: (funds) voucher numbers \_\_\_\_\_ through \_\_\_\_\_ in the total amount of \$\_\_\_\_\_.

**Classification:**

**Adopted by the Board of Directors: 03/25/2010**

**Revised by the Board of Directors: N/A**