



Financial Management - Series 7000

Voucher Certification and Warrant Approval - 7322P

All claims against the school district shall be preaudited by the auditing officer. In addition, all claims shall be certified by the auditing officer. This certification may be made on each individual claim voucher or 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 shall be signed and dated by the auditing officer or his delegate. For all claims, except expense reimbursement claims certified by officers or employees (see employee travel procedures), the certification shall include the following language:

"I, the undersigned, do hereby certify under penalty of perjury that the claim is a just, due and unpaid obligation against the Peninsula School District and that I am authorized to certify to said claim".

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

"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

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The original copy of all vouchers shall be filed in the office of the auditing officer. The detailed accounts to which the expenditures are to be posted shall be clearly designated. Supporting documentation shall be retained and either attached to the vouchers or cancelled by the auditing officer to prevent reuse.

Vouchers and supporting documentation shall be filed in a numerical sequence that immediately demonstrates that the sequence is complete and that allows rapid identification and retrieval of all the vouchers of a particular fund, program, or account code.