

MANAGEMENT SUPPORT

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 their absence, the board chairman. Following the board authorization of payment, all warrants for school money shall be signed by the secretary of the board by use of facsimile signature applied at ESD 114 as warrants are drawn.

Unclaimed or Reissued Warrants

Warrants which have not been redeemed within a period of twelve (12) months or longer will 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 canceled because of the time limitation imposed by this policy.

Cross Reference:	Policy 6215	Voucher Certification and Approval
Legal References:	RCW 28A.330.080	Payment of Claims
	RCW 28A.330.090	Auditing Committee and Expenditures
	RCW 28A.330.230	Drawing and issuance of warrants
	RCW 63.29	Uniform Unclaimed Property Act
	RCW 39.56.040	Cancellation of Municipal Warrants

Date: 1/29/79; 12/21/89; 1/25/99; 11/24/03; 1/24/11, 3/16/23.