

## **Reimbursement for Goods and Services: Warrants**

### **Purpose**

This policy authorizes the issuance of warrants for district expenditures.

### **Scope**

This policy applies to the Board of Directors, Superintendent, Chief Financial Officer and accounting staff.

### **Policy**

#### **1. APPROVAL/ISSUANCE**

- 1.1. 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.
- 1.2. Expenditures of district moneys will be made on approved vouchers by a warrant signed by the Secretary of the Board (Superintendent) or, in his/her absence, the Board President.
- 1.3. Warrants to be issued will first be recorded with the Stevens County Treasurer's Office showing date, payee, and amount.

#### **2. UNCLAIMED OR REISSUED WARRANTS**

- 2.1. Warrants which have not been redeemed within a period of twelve (12) months or longer will be cancelled by the authority of the Board. Such action will take place on or before the end of each calendar year.
- 2.2. In the event that a warrant has been lost, a replacement warrant may be issued following completion of a Lost Warrant Affidavit (Form 6216F1) by the payee and acknowledgement of a "stop payment" with the district's depository.
- 2.3. A replacement warrant may be issued to the estate of a deceased staff member upon notice from the court.
- 2.4. A replacement warrant may be issued to a claimant whose warrant has been cancelled because of the time limitation imposed by this policy.

### **Related Procedures**

6215P1-Voucher Certification and Approval

### **Policy Cross References**

6215-Voucher Certification and Approval

### **Policy Legal References**

RCW 28A.330.080 – Payment of Claims—Signing of warrants

RCW 28A.330.090 – Auditing Committee and Expenditures

RCW 28A.330.230 – Drawing and issuance of warrants

RCW 39.56.040 – Cancellation of Municipal Warrants

Chapter 63.29 RCW – Uniform Unclaimed Property Act

**Management Resources**

6216F1-Lost Warrant Affidavit

**Policy History**

<b>Action:</b>	<b>Date:</b>
Approved by the Board	February 15, 2017
Revised	
Revised	
Revised	