

VOUCHER CERTIFICATION AND APPROVAL

All claims against a school district must be audited by the auditing officer, the Executive Director of Financial Services, or designee. 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 designee. For all claims, except expense reimbursement claims certified by officers or employees (see employee travel procedures), the certification must include the following language:

“I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation against Richland School District and that I am authorized to authenticate and certify said claim.”

The auditing officer’s certification for employee/officer expense reimbursement claims including travel claims must include the following language:

“I hereby certify under penalty that this is a true and correct claim for necessary expenses incurred by me and that no payment has been received by me on account thereof.”

To indicate board approval for payment of those vouchers audited and certified by the auditing officer, the following statement must be included on the Accounts Payable Voucher Register:

“Vouchers audited and certified by the auditing officer 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 _____ vote, does approve for payment those vouchers included in the following list and further described as follows: (funds) Voucher Numbers _____ through _____ in the total amount of \$ _____.”