

REIMBURSEMENT FOR GOODS AND SERVICES: WARRANTS

A majority of the members of the board shall approve the issuance of all warrants, except that advance payments may be made on vouchers when authorized by the board.

Expenditures of district moneys shall be made on approved vouchers by a warrant signed by the secretary of the board or, in his/her absence, the board chairman.

Warrants to be issued shall first be recorded with the county auditor's office and the county treasurer's office showing date, payee, and amount.

Unclaimed Funds or Property

Warrants/Checks which have not been redeemed within a period of twelve (12) months or longer shall be cancelled by the authority of the board. The Board will be presented with a list of warrants/checks that have not been redeemed annually and upon action to cancel, the funds will be turned over to the State of Washington Department of Revenue Unclaimed Property Division..

Reissued/ Duplicate Warrants/Checks

In the event that a warrant/check has been lost, a replacement warrant/check may be issued following accurate completion of an Application for Duplicate Instrument Affidavit and submittal to the District office. A replacement warrant/check may also be issued to the estate of a deceased staff member upon notice from the court. This option is only available if the District retains the unrepresented or unclaimed property or funds. If the District has turned the funds or property over to the State of Washington Department of Revenue Unclaimed Property Division, individuals will have to contact the Unclaimed Property Division.

Cross Reference

Board Policy	6215	Voucher Certification and Approval
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Legal References:

RCW	28A.330.080	Payment of claims
	28A.330.090	Auditing committee and expenditures
	28A.330.230	Drawing and issuance of warrants
	63.29	Uniform Unclaimed Property Act
	39.56.040	Cancellation of Municipal Warrants

Revised Adoption Date: September 18, 2009

Adoption Date: January 18, 2005

College Place School District No. 250