

IN REVISION



6215P
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MANAGEMENT SUPPORT

Disbursements Expense Claim Certification and Approval

All **expense** claims against the district must be pre-audited by the auditing officer of the district. In addition, all **expense** claims must be certified by the auditing officer. This certification may be made on each individual **expense** 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/her** **their** responsibility and liability for each individual voucher so certified. The certification must be signed and dated by the auditing officer. For all **expense** 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 on voucher numbers _____ through _____ are just, due and unpaid obligation against the school district and that I am authorized to authenticate and certify to said **expense** claim.”

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

“I, the undersigned, do hereby certify under penalty of perjury that the expense reimbursement claims voucher numbers _____ through _____ are just, due and unpaid obligation against the _____ school district and that I am authorized to certify to said **expense** claim.”

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

“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 \$_____.”

Cross reference: [Board Policy 6215](#)

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Adopted: March 6, 1995
Updated: June 2001
Updated: March 2012

Renumbered: April 2013
PROPOSED: July 2023