

## **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 or Reissued Warrants

The Douglas County Treasurer requests permission to cancel warrants that are outstanding one year or longer every quarter (March, June, September and December) unless the District objects. The Executive Director of Finance will review this list and recommend a replacement warrant be issued where appropriate. All other warrants are identified in a list of Unclaimed Property that is submitted to Washington State Department of Revenue.

### Cross Reference:

Board Policy 6215

Voucher Certification and Approval

### 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 63.29

Uniform unclaimed property act

RCW 39.56.040

Cancellation of municipal warrants