Voucher Certification and Approval

All claims against a school district must be preaudited by the auditing officer of the municipality or his delegate. 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 his delegate. For all claims, except expense reimbursement claims certified by officers or employees (see employee travel procedures), the certification must include the following language:

materials have been furnish	by certify under penalty of p ned, the services rendered or pers through	the labor performed as
	nst the school district and that	
The auditing officer's certificat clude the following language:	ion for employee/officer exp	pense reimbursement claims must in
reimbursement claims vouc	by certify under penalty of pener numbers the tion against the certify to said claim.	rough are
To indicate board approval for officer, the following statemen	- ·	audited and certified by the auditing utes of the governing body:
42.24.080, and those expen	fied by the auditing officer a use reimbursement claims ce n recorded on a listing which	rtified as required by
vote, does approve for payr	the board, by a (unment those vouchers include s: (funds) voucher numbers	ed in the above list and

Date: June 4, 1998