

## **Voucher Certification and Approval**

## **6215 Procedures**

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, 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 Highland School District #203, and that I am authorized to authenticate and certify to said claim.

The certification for employee/officer expense reimbursement claims must include the following language on the reimbursement form:

I hereby certify under penalty of perjury 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 entered in the minutes of the governing body:

It was moved by \_\_\_\_\_ and 2<sup>nd</sup> by \_\_\_\_\_ they pay the General Fund bills for \$\_\_\_\_\_ with warrants \_\_\_\_\_ through \_\_\_\_\_; ASB Fund bills for \$\_\_\_\_\_ with warrants \_\_\_\_\_ through \_\_\_\_\_; Payroll for \$\_\_\_\_\_ with warrants \_\_\_\_\_ through \_\_\_\_\_ and \$\_\_\_\_\_ by direct deposit; motion passed. (adding Transportation Fund and/or Capital Projects as needed)

**Date: 4/17/07**