
Board Policy



Payment of Claims

As Resolution 84-5 formally appoints an Auditing Officer whose duty it is to audit and certify all claims against the Library District prior to payment and as Resolution 84-5 confirms that the entire process for auditing, certifying and payment of claims shall be conducted according to appropriate RCW's and State Auditor's rules, the following procedures regarding the timing and method of payment of claims against the District shall be used.

Valid claims for payment of goods and services and employee expense claims shall be audited, certified and submitted for payment several times per month by the Auditing Officer using a blanket voucher certification process, as allowed by the State Auditor's Office.

All such claims paid in advance of a Board meeting shall be included on a list mailed to the Board members prior to the Board meeting.

All relevant paperwork associated with each paid claim shall be available for Board review at the Service Center prior to and at each Board meeting.

Any claims of an unusual nature or of a type so designated by the Board shall be held for approval of the Board at their regular meeting.

An administrative procedure governing this process will be approved by the Board prior to implementing this policy.

Board Policy 3.9

Adopted by the Pierce County Rural Library District Board of Trustees, March 21, 1984.