

Title: Reimbursement for Goods and Services: Warrants

Code: 6216

Section: 6000 - Management Support

A majority of the members of the board will approve the issuance of all warrants, except that advance payments may be made on vouchers when authorized by the board.

Expenditures of district moneys will be made on approved vouchers by a warrant signed by the secretary of the board or, in his/her absence, the board *chair/president*.

Warrants to be issued will first be recorded with the county auditor's office and the county treasurer's office showing date, payee, and amount.

Unclaimed or Reissued Warrants

Warrants which have not been redeemed within a period of twelve (12) months or longer will be cancelled by the authority of the board. Such action will take place on or before the end of each calendar year. In the event that a warrant has been lost, a replacement warrant may be issued following acknowledgement of a "stop payment" with the district's depository. A replacement warrant may also be issued to the estate of a deceased staff member upon notice from the court. A replacement warrant may also be issued to a claimant whose warrant has been cancelled because of the time limitation imposed by this policy.

First Reading: December 16, 2025

Adoption: January 20, 2026

Last Revised: **December 01, 2011**

Classification: **Critical**

Legal References:

- [RCW28A.330.080Payment of Claims - Signing of warrants](#)
- [RCW28A.330.090Auditing Committee and Expenditures](#)
- [RCW28A.330.230Drawing and issuance of warrants](#)
- [RCW39.56.040Cancellation of Municipal Warrants](#)
- [Chapter 63.29 RCWUniform Unclaimed Property Act](#)

Cross References:

- [6215 - Expense Claim Certification and Approval](#)
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