

SPOKANE COUNTY FIRE DISTRICT 8

Policy

**P10.02.04
Voucher Preapproval
Authority**



Adopted: 10/19/2015
Board Chair: *Charles Nye*
Commissioner: *Jim Kelly*
Commissioner: *Chris*

Policy: The monthly payment of the District's vouchers occasionally requires the issuance and approval of the vouchers prior to the Board of Commissioners regular monthly meetings to insure timely processing by Spokane County. Under normal procedure, vouchers are approved by the Board of Commissioners at its regular scheduled monthly meeting. The schedule of the meetings of the Board of Commissioners and the time required for issuance of warrants, occasionally restricts the ability of the Board to approve qualifying vouchers at its regular meeting, and still pay the underlying invoices in a prompt and timely manner. RCW 42.24.180 authorizes a procedure where the existing problem could be resolved, so to accomplish the purposes expressed above, and to comply with RCW 42.24.180, the Board of Commissioners has established the following policy:

1. The procedure for payment of claims prior to approval by the Board of Commissioners shall apply to any claims against the District under \$50,000 that the District financial officer determines need to be approved prior to the Board's regular meeting, "qualifying vouchers."
2. The District Audit Control Officer and the Fire Chief, or any single Commissioner, are designated as officers to sign the qualifying vouchers.
3. Each employee or commissioner authorized to sign the qualifying vouchers shall obtain, at District expense, an official bond in the amount of no less than \$50,000 to secure the faithful discharge of their respective duties under this resolution.
4. In the preparation of the qualifying vouchers, staff shall follow and adhere to established District policies and procedures.
5. The Audit Control Officer shall audit and approve the qualifying vouchers each month, and the Fire Chief shall sign the qualifying vouchers. In the absence of the Fire Chief, any single commissioner may sign the qualifying vouchers. Staff shall then submit the preapproved qualifying voucher files to Spokane County.
6. The Audit Control Officer shall submit to the Board at its regular monthly meeting a full and complete report of all claims paid on vouchers approved and signed by the Fire Chief.
7. In the event that a warrant is issued on an erroneous voucher, the Audit Control Officer and Fire Chief shall cause the disapproved payment to be recognized as a

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receivable and shall diligently pursue collection of the erroneous payment or take such other action as may be directed by the Board of Commissioners. RCW 52.12.111 authorizes services outside the boundaries of the District "under conditions prescribed by the fire commissioners."