# Operating Policy No. 6215

**Management Support**

# VOUCHER CERTIFICATION AND APPROVAL

Expenditures will be made on Puget Sound Educational Service District (PSESD) voucher forms. Before vouchers are submitted to the PSESD Board for payment, they will be audited and certified by the PSESD's appointed auditing officer for accuracy and proof the goods or services have been received and are satisfactory and previous payment has not been made.

The certification must be signed and dated by the auditing officer or delegate. Vouchers will be approved by a recorded affirmative vote of a majority of the PSESD Board.

Adopted: November 2013

Revised: November 2021

Relevant Board Governance Policy: EL 8 Financial Management

Legal References: 42.24.080 Municipal corporations and political subdivisions — Claims against for contractual purposes — Auditing and payment — Forms— Authentication and certification