

CHAPTER X: WARRANT PROCESSING

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WARRANT PROCESSING

STATUTORY CITATION: RCW 28A.330.230

PURPOSE: Provide second class school districts and educational service districts documentation relating to petitioning the Office of Superintendent of Public Instruction for permission for school districts to write their own warrants.

If permission is granted by OSPI, second class districts may make provision for either:

- (1) The chair of the board of directors to sign warrants with a countersignature by the secretary of the board.
- (2) The chair of the board of directors to sign a general certificate to issue warrants with the signature of the secretary of the board on the warrants.

Please refer to the sample letter, resolution, and approval response on the following pages for assistance.

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SAMPLE SCHOOL DISTRICT LETTER

MONTH DAY, 200X

Office of Superintendent of Public Instruction
Old Capitol Building
PO BOX 47200
Olympia, WA 98504-7200

Dear OSPI:

In accordance with RCW 28A.330.230, the ABC School District No. 123 is requesting permission to draw and issue warrants for the payment of money. Such warrant is to be signed by the chair of the board and countersigned by the board secretary.

Enclosed are:

Proposed procedural plan.

ABC School District No. 123 Board minutes for MONTH DAY, 200X,
authorizing warrants to be signed by the chair of the board and countersigned by
the board secretary.

Resolution # XX-XX authorizing warrants to be signed by the chair of the board
and countersigned by the board secretary.

Sincerely,

Superintendent
ABC School District No. 123

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SAMPLE SCHOOL DISTRICT BOARD RESOLUTION

Resolution No. XX-XX

WHEREAS, RCW 28A.330.230 makes provision for either (1) the chair of the board of directors to sign warrants with a countersignature by the secretary of the board, or (2) the chair of the board of directors to sign a general certificate to issue warrants with the signature of the secretary of the board on the warrants, AND

WHEREAS, RCW 28A.330.230 requires that either procedure requires a majority of the board of directors to approve all warrants to be issued.

NOW, THEREFORE BE IT RESOLVED, that the board of directors of ABC School District No. 123 hereby authorize the chair of the board of directors and the secretary of the board to sign warrants in accordance with RCW 28A.330.230.

Adopted by the ABC School District Board of Directors at their regular board meeting held MONTH DAY, 200X.

Board Chair

Board Member

Board Member

Board Member

Board Member

Attest:

Board Secretary

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SAMPLE OSPI RESPONSE

MONTH DAY, 200X

Superintendent
ABC School District No. 123
City, WA 9XXXX

Dear Superintendent:

This office has reviewed ABC School District's procedural plan for issuing warrants and hereby gives final approval for the district to write and issue its own warrants in accordance with RCW 28A.330.230.

Equally important to a good plan is that the plan is followed in actual practice. The State Auditor's Office, during its regular examination of your district, will review your adherence to the procedural plan established and will notify this office of noncompliance. If there is noncompliance, continued approval for you to write and issue your own warrants would be dependent upon corrective action made at that time.

The written procedural plan should be kept up to date to show the operating procedures currently in use. If any major changes in the procedures are made, they should be reflected in a revised plan, and a copy should be filed with this office.

Please be assured that this agency and Educational Service District XXX are available for any assistance you may require in implementing your plan.

Sincerely,

Director
School Financial Services

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