Grant County Fire Protection District 3

POLICY AND PROCEDURE

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1. NUMBER: 6.2.02

2. SUBJECT: ***Voucher Preparation and Approval***

3. POLICY: Vouchers shall be prepared promptly and timely in accordance with applicable State statutes and General Accounting Principles. This Policy and Procedure is established to define that process.

4. SCOPE: This Policy and Procedure is applicable to the District Fire Chief and the District Secretary.

5. RESPONSIBILITIES:

   A. The District Fire Chief or designee shall be responsible for enforcing the provisions of this Policy and Procedure.

6. PROCEDURE:

   A. The District Secretary will review and validate all received invoices.

   B. The District Secretary will prepare all vouchers for payment for the District Fire Chief or designee's review and approval.

   C. The vouchers for payment shall be presented and approved at a Board of Commissioners meeting.

   D. Once approved by the Board of Commissioners, the vouchers for payment request will be submitted to the County for issuance of accounts payable warrants.

   E. The District Secretary will be responsible to ensure accounts payment warrants are distributed and that all necessary paperwork is retained.