Issuance of Warrants and Checks

Purpose

To authorize issuance of warrants and checks prior to approval by the Executive Committee.

Authority

1. RCW 42.24.180 ("Issuance of warrants or checks before approval of legislative body – conditions")
2. Interlocal Agreement, section 3i ("incur obligations")
3. Bylaws, section 32 ("Pool's Executive Director shall serve as its Auditor")
4. Duties, Responsibilities and Development of Board and Executive Committee Members
5. Accounting and Internal Controls

Policy Statement

1. For WSTIP to transact business efficiently and to avoid possible late payment charges, it is necessary that routine financial obligations be paid timely.
2. Routine financial obligations are those that are incurred within the normal course of WSTIP business, to include but not limited to payments for insurance policies, payroll and benefits, contracted service providers, and other administrative and occupancy expenses.
3. The Executive Committee supports payment of these routine obligations prior to its approval provided the statutory conditions under RCW 42.24.180 are met.
4. Pursuant to the requirements of RCW 42.24.180:
    a. The auditing officer and all other authorized check signors shall each be bonded in an amount not less than $50,000.
    b. WSTIP has adopted contracting, hiring, purchasing, and disbursing policies that implement effective internal control.
    c. The Executive Committee will provide for its review of the documentation supporting expenses paid at or before its next regular meeting.
    d. Upon review of such supporting documentation, if any expenses are disapproved by the Executive Committee, the auditing officer and the check signor shall jointly cause the disapproved expenses to be recognized as receivables and pursue collection until the amounts disapproved are collected or until the Executive Committee is satisfied and approves the expense.

Amendment

This policy may be amended by the Executive Committee.

Policy History

Prior policy is replaced in its entirety by this Policy. Policy was amended in 2023 to add cross reference to other applicable policies. Policy was amended in 2026 to clarify what constituted routine financial obligations. Passed by the Executive Committee on May 28, 2026.

DocuSigned by:
Scott Deutsch
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Scott Deutsch, President

Attest:
Signed by:
Shawn Larson
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Shawn Larson, Secretary

Approved as to form:
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Richard L. Hughes
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