

701 FIRE DISTRICT VOUCHERS

PURPOSE: To establish requirements for Commissioners for signing and approving vouchers for payment from Fire District Funds.

1. All requests for payments from Fire District Funds must be on or attached to a District Voucher
2. The appropriate Commissioner or Chief shall sign the voucher in the Certificate of Performance section when he has determined that the goods or services have been received or rendered.
3. The Voucher must be countersigned by at least two (2) other members of the Board.
4. The Treasurer shall review the voucher and shall make payments as authorized. Two signatures are required on all drafts from Fire District Funds.
5. Vouchers must be approved at a regular or special meeting before payment is authorized unless other agreements have been made.
6. Payment of certain fixed accounts that the Fire District has may be made without approval at meetings if said payments are approved by the Board. This payment shall be made part of the next regular meeting Treasurers Report.
7. Transfer of funds between the District accounts shall have the approval of the Board.
8. Vouchers submitted for reimbursement of expenses by District Officers or members shall have appropriate documentation attached and this documentation shall be the responsibility of the individual who is submitting the voucher for audit purposes.