CLAIMS AUDITOR

The Board of Education (the Board) of the Bethlehem Central School District (the District) will annually designate and appoint a claims auditor for the District. The claims auditor shall serve at the pleasure of, and report directly to, the Board.

The claims auditor is responsible for formally examining, allowing, or rejecting all accounts, charges, claims, or demands against the District. The auditing process should determine:

1. that the proposed payment is for a valid and legal purpose;
2. that the obligation was incurred by an authorized District official;
3. that the items for which payment is claimed were in fact received or, in the case of services, that they were actually rendered;
4. that the obligation does not exceed the available appropriation; and
5. that the submitted voucher is in proper form, mathematically correct, does not include previously paid charges, and is in agreement with the purchase order and contract upon which it is based.

The claims auditor shall provide periodic written reports as may be requested by the Board.

Ref: Education Law §§1604 (35); 1709(20-a); 1724; 2509; 2526; 2554(b)
          8 NYCRR §170.2

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