

# *Grant County Fire Protection District 3*

## **POLICY AND PROCEDURE**

1. NUMBER: 5.3.1
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.
4. SCOPE: This Policy and Procedure is applicable to the District Fire Chief and the District Secretary.
5. RESPONSIBILITIES:
  - A. The District Fire Chief shall be responsible for enforcing the provisions of this Policy and Procedure.
6. PROCEDURE:
  - A. All vouchers shall be prepared by the District Secretary.
  - B. After all vouchers have been prepared, the District Fire Chief shall conduct an audit to assure that they are due and properly completed.
  - C. Vouchers shall be presented and approved at any regular or special meeting of the Board of Commissioners.