

### CLAIMS AUDITOR

The Capital Region BOCES Board will designate and appoint a claims auditor for Tech Valley High School (TVHS). The claims auditor shall serve at the pleasure of the Capital Region BOCES Board. The claims auditor may not be a member of either the Capital Region or Questar III BOCES Boards; the clerk or treasurer of the Capital Region or Questar III BOCES Board; the District Superintendent or other official of Capital Region BOCES responsible for business management; the person designated as purchasing agent; and/or clerical or professional personnel directly involved in accounting and purchasing functions of the BOCES.

The claims auditor is responsible for formally examining, allowing or rejecting all accounts, charges, claims or demands against TVHS. 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 TVHS 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 or contract upon which it is based.

The claims auditor shall provide periodic written reports as may be requested by the Capital Region or Questar III BOCES Board and/or the TVHS Operating Board.

Ref: Education Law §§1604 (35); 1709(20-a); 1724; 2509; 2526; 2554(b)  
8 NYCRR §170.2  
*Matter of Levy*, 22 EDR 550 (1983)

Adoption date: 5/23/2019