

Policy Information

Series 1000 - By-Laws

Appointment and Duties of the Claims Auditor

Policy # 1315, 3.1.5

POLICY

1995 1315

By-Laws

SUBJECT: APPOINTMENT AND DUTIES OF THE CLAIMS AUDITOR

The Claims Auditor shall be appointed by the Board at its annual organization meeting and shall serve at the pleasure of the Board.

No person shall be eligible for appointment to the office of Claims Auditor who is:

- a. A member of the Board;
- b. The Clerk or Treasurer of the Board;
- c. The District Superintendent or official of the BOCES responsible for business management;
- d. The Purchasing Agent;
- e. Clerical or professional personnel directly involved in accounting and purchasing functions

The Claims Auditor is not required to be a resident of the BOCES region and shall be classified in the civil service exempt class.

Valid claims against the BOCES shall be paid by the Treasurer only upon the approval of the Claims Auditor. The Claims Auditor shall:

- a. Examine all claim forms with respect to the adequacy of evidence to support the BOCES' expenditures. Examples:
 1. Gather together all bills and supporting vouchers and documents;
 2. Ascertain that all items being billed have been received in good condition;
 3. Check invoices for discounts;
 4. Certify lists of bills for payment.
- b. Meet such other requirements as may be established by the Regulations of the Commissioner of Education and/or the Comptroller of the State of New York.
- c. Perform such other duties as may be assigned as pertinent to the office of Claims Auditor.

Commissioner's Regulations Section 170.2
Education Laws Section 1604(35), 1709(20-a), 2526 and 2554(2-a)

Board Approved
2/2/94
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3/21/07
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