

**WAC 135-10-030 Guidelines.** Funds will be distributed to conservation districts by the conservation commission only upon receipt of a properly executed grant request form and will be for uses approved by the commission and subject to fulfilling the following requirements:

(1) Wages, salaries and related benefits.

(a) Employment of district personnel shall be by action of the governing body, and shall include a contract or work agreement, a copy of which shall be filed with the Conservation Commission, Olympia, Washington.

(b) Employee slips shall be submitted monthly to the conservation district treasurer.

(2) Travel and out-of-pocket expenses.

(a) Supervisors, employees, and agents shall submit travel vouchers monthly to conservation district treasurer.

(3) Supplies.

(a) Receipts for supplies purchased shall be submitted to the conservation district treasurer.

(4) Contractual services.

(a) Authorization for contractual services shall be by action of the governing body and shall be so recorded in the conservation district's official proceedings.

(b) A copy of any contract shall be filed with the conservation commission.

(c) Copies of receipts, orders, agreements, or transactions shall be submitted to the conservation district treasurer.

[Statutory Authority: RCW 89.08.070(5). WSR 78-08-045 (Order CC 78-1), § 135-10-030, filed 7/18/78; Order CC 77-1, § 135-10-030, filed 12/14/77; Order 2-73, § 135-10-030, filed 11/19/73.]