Issued Paper Checks – Lost or Stolen

GENERAL DESCRIPTION: This procedure applies to requests for replacement of paper checks.

PRIMARY RESPONSIBILITY: Chief Finance Officer

REFERENCE OR AUTHORITY: Board Policy DK – Payment Procedures

PROCEDURAL STEPS:

Check Not Received

1. An employee who has not received a paper (payroll or expense reimbursement) check within three days of the due date may contact Fiscal Services and a replacement check will be issued.

2. The employee is responsible for the return of the original check if subsequently delivered.

3. The employee is responsible for returning the funds if the check is received and inadvertently cashed.

Check Lost or Stolen

1. A replacement check will be issued after verification (of the bank records) that the original check has not been cashed.

2. Charges incurred by CESD for stopping payment on a check that is lost or stolen may be paid for by the employee.