

RE-ISSUANCE OF WARRANT AND PAYROLL CHECKS

When the District receives a request to reissue a lost warrant or payroll check, the treasurer is authorized to assess a service charge not greater than the amount charged by the District's financial institutions for issuing stop payments. Lost checks will be reissued after ten business days.

When the District received a request to reissue a damaged warrant or payroll check, the treasurer is authorized to assess a service charge not greater than the amount charged by the District's financial institutions for issuing stop payments. If the damaged check is returned to the Treasurer's Office in a recognizable form, the treasurer may waive the need for a stop payment and no service charge will be assessed. Damaged checks requiring stop payments will be reissued after ten business days. Damaged checks not requiring stop payments will be reissued within five (5) business days.

Adopted 3/8/04
Reviewed 3/14/05
Reviewed 4/10/2012