

BOLIVAR PENINSULA SPECIAL UTILITY DISTRICT

SUBJECT:
OUTSTANDING CHECKS

Policy A-01

PURPOSE

To ensure outstanding checks issued by the District are removed from accounting books in an appropriate timeframe.

SCOPE

This policy applies to all District employees and supercedes any other former District policy, procedure or directive.

POLICY

Checks issued by the District, which are not submitted for payment within 180 days of the date of issuance, will not be honored by the District. District personnel will issue a stop-payment at the bank and promptly remove the check from District books.

District checks will be printed to indicate "Not Valid After 180 Days of Issuance."

Recipients of checks that were not honored after the 180 day period may resubmit, in writing, a request for a new check. There will be a fee of \$5.00 for issuing a new check after the 180 day period. The written request must be submitted to the District within 180 days following the date stop payment was issued. Requests beyond this period will not be approved.

COMPLIANCE

Adherence to the above is mandatory. Any employee who violates this policy may be subject to disciplinary action.

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APPROVED AND EFFECTIVE ON _____, 2003.

President

Secretary

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