

Local Checks - Procedures designed to prevent the issuance and assure early detection of local checks which are inaccurate, unlawful, or altered shall be instituted and enforced by the chief financial officer. Such procedures shall include, but are not limited to, the following:

1. signature authority and document flow;
2. security measures over mechanical check-signing devices, check stock, and computer operators;
3. correlation of checks with vouchers prior to release of checks to payees;
4. timely reconciliation of checks paid by banks with those issued; and
5. security measures over undelivered checks to include voiding of such checks when not delivered to payees within 90 calendar days.

Contact for Interpretation: Chief Financial Officer

This policy statement supersedes all previous policy statements on this subject.

Revisions:

- 08/14/2017 Reviewed
- 04/25/2007 - Reviewed
- 10/05/2004 Revision
- 09/01/2003 Revision
- 09/15/2001 Revision
- 09/22/1995 Revision
- 05/27/1992 Inception of policy 3.2.1