



## **Outstanding Check Policy**

Effective Date: 05/28/2014

Reviewed and Approved: 3/22/2017

### **Purpose**

The purpose of this Outstanding Check Policy is to ensure accurate cash reporting and management.

### **Procedure**

When a check equal to or greater than \$25 is outstanding for more than four months, the Library's Treasurer or his/her designee shall notify the payee by first class mail that the check was issued and is still outstanding. The letter shall indicate the check number, check date, and the amount of the outstanding check. The payee will have 30 days to claim the outstanding check.

At least once each year, the Library's Treasurer or his/her designee shall prepare a listing of all checks that have been outstanding for more than four months in which notification was sent to the payee and the check was not claimed.