



WASHOE COUNTY SCHOOL DISTRICT

Stale Dated Checks (AP-P017)

1.0 SCOPE:

- 1.1 This procedure describes the process in which stale dated accounts payable checks are processed.

2.0 RESPONSIBILITY:

- 2.1 Chief Financial Officer

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

3.0 APPROVAL AUTHORITY:

- 3.1 Senior Accountant _____
Signature _____ Date _____

4.0 DEFINITIONS:

- 4.1 WCSD – Washoe County School District
- 4.2 AP – Accounts payable
- 4.3 Stale dated checks – checks with an issue date 6 months or older
- 4.4 CEO – District online banking program
- 4.5 BusinessPlus – WCSD accounting software program
- 4.6 ApplicationXtender – Electronic document storage program

5.0 PROCEDURE:

- 5.1 At least quarterly, staff accountant reviews the current month outstanding check register for stale dated checks.
- 5.2 Staff accountant identifies checks with an issue date of 6 months or older.
- 5.3 Staff accountant verifies in CEO that stale dated checks have not been paid.
- 5.4 For checks equal to or greater than \$500:
 - 5.4.1 Staff accountant reviews documentation to confirm address and contact information.
 - 5.4.2 Vendors and amounts are reviewed with AP Supervisor who may contact vendor directly, or
 - 5.4.3 Staff accountant contacts vendor via email or certified letter directing them to contact the AP Supervisor regarding check replacement.
 - 5.4.4 AP supervisor voids checks to be re-issued in BusinessPlus and cancels checks in CEO.
 - 5.4.5 AP clerk processes invoices for checks to be reissued and check is mailed to vendor.
- 5.5 For checks less than \$500:
 - 5.5.1 No follow-up with vendors is initiated.



WASHOE COUNTY SCHOOL DISTRICT

Stale Dated Checks (AP-P017)

- 5.6 AP supervisor voids checks in BusinessPlus.
- 5.7 For all checks not to be reissued per step 5.4.2 above:
 - 5.7.1 Staff accountant cancels checks in CEO and prints the ARP register maintenance report.
 - 5.7.2 Staff accountant records checks as stale dated in BusinessPlus.
 - 5.7.3 Staff accountant prepares a journal voucher to record the stale dated checks.
 - 5.7.4 Staff accountant gives the journal voucher, the itemized list of checks stale dated, and the ARP register maintenance report to the Senior Accountant.
 - 5.7.5 Journal voucher is reviewed and approved by Senior Accountant and given to AP clerk for document scanning.
- 5.8 Stale dated checks are not reported as unclaimed property per the Chief Accountant's written memo to the Chief Financial Officer in April 2003.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Outstanding checks register
- 6.2 ARP register maintenance report
- 6.3 Journal voucher

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Journal voucher	Application Xtender	6 Years	Archive	Password

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
05/08/2013	A	Initial Release

*** End of procedure ***