

LOST, STOLEN AND STALE-DATED CHECKS

The District adheres to Government Code 50050 in regards to unclaimed and/or uncashed checks. Government Code 50050 states:

Except as otherwise provided by law, money, excluding restitution to victims, that is not the property of a local agency that remains unclaimed in its treasury or in the official custody of its officers for three years is the property of the local agency after notice if not claimed or if no verified complaint is filed and served. For purposes of this article, "local agency" includes all districts.

In the event that a District-issued check is lost, stolen or stale-dated before being redeemed, the payee may request a replacement check.

1. **Payroll Checks:** Requests to reissue a payroll check shall be directed to the Payroll Office at the employee's assigned location. The employee must complete an affidavit of lost/stolen check which will be submitted by the location Payroll Office to District Payroll Services for processing.
2. **Vendor Checks:** Requests to reissue a vendor payment shall be directed to the District Accounting Office. The District Accounting Office will place a stop payment on the check and will reissue according to bank policies.
3. **Student Payments:** Students requesting a replacement check for financial aid payments or student fee refunds must fill out the Student Replacement Check Certificate (SRCC). Colleges may access the electronic version of this form and detailed instructions on the District Accounting Office Insite Portal.