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POLICY

OUTSTANDING CHECK POLICY

4013

Checks shall have a notation printed on the face that it is void after 90 days. Any checks showing on the monthly reconciliation statement shall be reviewed by the Accounting Associate and/or the Chief Financial Officer to determine which checks have passed the 90-day period.

At that time, a letter shall be written to any Payee who has a check 90 days old stating that the check has not been cashed and inquire if it will be in the near future. If this is the case, the Accounting Associate will notify the bank of the payee, the check number and the amount and authorize clearing.

Further inquiry will ask payee if said check has been lost, misplaced or destroyed and if the Payee wishes to have the check replaced or consider the amount as a tax deductible donation. A deadline to notify by, a mailing address and a phone number to respond to will be included in the letter.

If no response is received, a list of outstanding checks six (6) months old or older will be presented to the CFO for approval to remove from the outstanding check list.



CHIEF EXECUTIVE OFFICER

DATE 5-23-18



CHAIR, BOARD OF DIRECTORS

DATE 5/14/2018

Date first adopted	12/19/2012
Date Revised/QI Board approval	12/05/2012, 01/25/2017, 04/25/2018
New date adopted/Board of Directors approval	12/19/2012, 02/13/2017, 05/14/2018