

FERNDALE SCHOOL DISTRICT NO. 502
ADMINISTRATIVE PROCEDURES

No. 7000 P-8

REISSUE OF WARRANTS

From time to time a payroll or vendor warrant is lost and/or destroyed and has to be reissued by the school district. The procedures outlined below will be followed for reissuing warrants.

A. Partially Destroyed Warrant

When a partially destroyed warrant is returned to the school district, the remaining portion of the destroyed warrant will be left with the district and the warrant reissued immediately.

B. Missing Hand-Delivered Warrant

In the event a warrant which was hand delivered to an employee or vendor missing, the employee or vendor will sign the "Application for Duplicate Instrument Affidavit" verifying the warrant has been lost after which the district will:

1. Check with the county treasurer's office to ensure the warrant has not been processed;
2. Process the necessary paperwork to cancel payment of the missing warrant; and
3. Reissue the warrant as soon as possible.

C. Missing Mailed Warrant

In the event a mailed warrant is not received, the employee or vendor will notify the district. The district will wait five working days to allow the mail service process to be completed. (NOTE: The first day of the five working days is the day following the date warrants were mailed.)

If the warrant is not received by the end of the five-day waiting period, the employee or vendor will complete an "Application for Duplicate Instrument Affidavit" verifying the warrant has not been received after which the district will:

1. Check with the county treasurer's office to ensure the warrant has not been processed;
2. Process the necessary paperwork to cancel payment of the missing warrant; and
3. Reissue the warrant as soon as possible.

Implemented 04-21-1987
Revised 03-16-2001