



**Angelo State University**  
**Operating Policy and Procedure**

**OP 50.03: Replacement of Payroll Checks**

**DATE:** December 2, 2014

**PURPOSE:** The purpose of this Operating Policy/Procedure (OP) is to establish policy and procedure for issuing replacement payroll checks that have been reported lost or stolen.

**REVIEW:** This OP will be reviewed in November every five years, or as needed, by the payroll manager with recommendations for revision forwarded through the vice president for finance and administration to the president by December 15<sup>th</sup> of the same year.

**POLICY/PROCEDURE**

1. Persons whose payroll checks are lost or stolen may apply for replacement checks by initiating a stop payment request in the Payroll Services Department.
2. The check amount, check number, and date issued is obtained from the payroll records and included on the *Stop Payment Request* form, which is given to the Controller's Office.
3. The Controller's Office will call in the stop payment to the bank. The bank verifies the check has not cleared.
4. If the bank notifies Angelo State that the check has been presented for payment, a replacement check will not be issued until there is further investigation.
5. The person requesting the stop payment is responsible for notifying the Payroll Services Department, if the check is found. If a replacement check has not been issued, the stop payment request will be revoked at the bank. If a replacement check has been issued, the person who requested the stop payment will be requested to return the check to the Payroll Service Department for destruction.
6. If the check has already cleared, the bank will be requested to send a copy of both sides of the check to the Payroll Services Department. A copy of the endorsement will be provided to the person requesting the stop payment. If the endorsement is a forgery, the person will be directed to the bank to submit a claim for reimbursement.