

FINANCE PROCEDURE MANUAL	TITLE: Check Re-Issuance	
	NUMBER: FIN-BKP-003	VERSION: 01
	ISSUED DATE: 9/8/2009	REVISION DATE: N/A

➤ **Purpose:**

To document steps taken to reissue lost or stolen checks.

➤ **Definitions:**

PantherNet: The online Enterprise Resource Planning (ERP) system used to track and maintain operations at the College including financial, student, and payroll/personnel records.

Stop Payment: Payment of initial check issued must be stopped prior to new check issuance (prevents potential for double payment and/or fraud).

➤ **Responsibility:**

Accounting Manager: Approves all re-issuances.

Accounting Specialist: Individual responsible for stopping payment on checks.

Accounts Payable/Accounts Receivable: Responsible for updating PantherNet to accomplish the reissuance of checks.

➤ **Procedure Details:**

1. Accounting Specialist receives notification (e.g., telephone call, e-mail, etc.) of lost or stolen check and requests a [stop-payment form](#) from the requester if not presented.
2. Accounting Specialist stops payment on original check that was issued.

3. PantherNet system files are updated by the Accounting Specialist, Accounts Receivable or Accounts Payable staff with attached approvals to accomplish the reissuance of a check.
4. If initial payment was in the form of an electronic payment, the reissue may be with a check.
5. The Accounting Manager must approve all re-issued checks.

➤ **References:**

Accounting Manual for Florida's Public Community Colleges:

http://www.palmbeachstate.edu/documents/Finance/State_of_FL_Acctg_Manual.pdf

Stop-Payment Form:

<http://www.palmbeachstate.edu/Documents/Finance/APForm-StopPaymentForm.pdf>