

Subject: Stale Dated Checks	Author:
Effective Date: January 1997	Last Review Date: June 2007
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Approved By: Controller's Office	Page 1 of 1

Accounts payable checks and payroll checks outstanding for over 90 days are considered void and will not be honored by the bank when presented for payment. To make a good faith effort to pay the vendor or employee, the Controller's Office will adhere to the following procedures.

- A) Write the check off to a liability account created as a reserve for checks written off.
- B) Every March and September the Controller's office will mail letters to all vendors and payees with staled dated checks over \$500.00 in order to process a reissued check.
- C) If a request is made by the vendor or payee for a reissued check, the university will issue a check and charge the reserve account upon receipt of the letter sent or the original check.
- D) All requests for reissues of payroll checks should be made through the payroll office.
- E) A detailed record of checks written off to the reserve account will be maintained by the Controller's Office.