

Copy of Cashed Checks Policy & Procedure

The following policy & procedure is primarily for Check (Warrant) numbers start with 76 (series 76). Other Check(s) or Warrant(s) issued by Palomar Community College District may have similar policy & procedure. Please contact Payroll Department (extension 2217) for Check (Warrant) numbers start with 77 (series 77), contact extension 2282 for Financial Aid Checks, and contact extension 2896 for ASG Checks.

Please provide any of the following information and call extension 3661 to request a copy of cashed series 76 Checks (Warrants):

- Check (Warrant) Number
- Payee's Name
- Check (Warrant) Amount
- Check (Warrant) Issue Date
- Check (Warrant) Cashed Date

Fiscal Services Accountant will forward your request to County of San Diego Warrant Department for a copy of Cashed Check(s) or Warrant(s). Please note that Fiscal Services does not have this information on hand and it may take 3 to 5 business days (longer if the Check/Warrant issue date is not current) for the County to reply to our request. Your patience in waiting for the County's reply is highly appreciated. We will contact you or e-mail you once we have the information available.