

Check Replacements 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.

With the original Check (Warrant):

1. Review the series 76 Check (Warrant) issue date – Check (Warrant) becomes voided (stale dated) 6 (six) months after date of issue. If the Check (Warrant) you'd like to replace is stale dated, please go to #2, otherwise, please fill out "Request to Void Check" form completely. Return form AND the original Check (Warrant) to Fiscal Services A-2, attention Accountant Ping Lee. Go to #4.
2. Since the Check (Warrant) is stale dated and considered "voided" automatically, a re-issuance of the Check (Warrant) will require Governing Board's approval and may take 6 to 8 weeks to process. Please fill out "Petition to Reissue Stale Dated Check" form.
3. Return form AND the original Check (Warrant) to Fiscal Services A-2, attention Accountant Ping Lee. Go to #4.
4. Accountant at the Fiscal Services will review the form(s), signed Affidavit if any, and/or the original Check (Warrant) submitted and make proper steps necessary to re-issue the Check (Warrant) (usually on every Thursday.) Please note that stale dated Checks (Warrants) need Governing Board's approval and may take 6 to 8 weeks for re-issuance from the submitted date.

Without the original Check (Warrant) or lost Check (Warrant) replacement:

5. The original Check (Warrant) must be outstanding (not cashed or cleared at the issuing bank) at the time of the Request to replace the Check (Warrant). If the original Check was already cashed and cleared at the issuing bank, we cannot re-issue the Check (Warrant). If you suspect someone else cashed your Check (Warrant), please contact County of San Diego Warrant Forgery at 619-531-5307 for further instruction.
6. An Affidavit must be filled out and signed before any lost but outstanding series 76 Checks or Warrants to be re-issued. Please fill out a "Lost Check Affidavit" form. Please contact extension 3661 if you have little or no information about the series 76 Check (Warrant) you wish to replace. Fiscal Services Accountant can help you to find out more about the lost Check (Warrant).
7. If the Check (Warrant) is also stale dated, please see above step #2 and come back to step #8.
8. Fill out, sign, and date the Affidavit (#6) and "Petition to Reissue Stale Dated Check" form, if any (#2). Submit the signed and dated Affidavit (AND the Petition to Reissue Stale Dated Check form, if any,) to Fiscal Services A-2, attention Accountant Ping Lee. Go to #4.