
VENDOR CHECK RE-ISSUE REQUESTS (PAY-W049)

Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This work instruction is applied to request a re-issue of a vendor check.

2.0 RESPONSIBILITY:

- 2.1 Lead Payroll Technician
- 2.2 Fiscal Services Technician I

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

3.0 APPROVAL AUTHORITY:

- 3.1 Supervisor IV, Payroll Services

Signature

Date

4.0 DEFINITIONS:

- 4.1 A vendor check may need to be reissued if it is lost in the mail, or if it is determined that an employee who had a deduction on their paycheck should not have had a deduction come out. The check would be pulled, canceled, and reissued with the correct amount.

5.0 WORK INSTRUCTION:

- 5.1 A memo is typed to General Accounting Supervisor with vendor information and dollar amount to be issued. For a lost check, a written confirmation of stop payment needs to be attached to the memo along with the vendor deduction report.
 - 5.1.1 If we have the original check, return it to Accounting with a memo to re-deposit and issue a replacement check.
 - 5.1.2 If the check is lost in the mail, the lead payroll technician places a stop payment on the Wells Fargo website. (PAY-W050, 5.3.1)
- 5.2 Memo is approved by Supervisor IV, Payroll Services.
- 5.3 Accounts Payable delivers the new check to the Payroll Technician requesting reissued check.
- 5.4 New check and Deduction Vendor Register are sent via mail to vendor.
- 5.5 If funds are due to an employee, note the date and pay cycle of the refund on the payroll copy of the memo and add notes to the notepad of the original paycheck.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Vendor Check Re-issue Request Memo
- 6.2 Deduction Vendor Register

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7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Vendor check re-issue request memo	File cabinet in office	Two years, current and previous fiscal year. After two years, sent to warehouse.	None. Must keep all payroll records per Internal Audit Department.	Secured work area.
Deduction Vendor Register				

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
10/14/04	A	Initial Release
07/16/07	B	Identification Revision and add 5.5 to Work Instructions

***** End of procedure *****