

### **3357:13-17-22 Stale Check Policy**

- (A) It is the policy of North Central State College to reconcile checks that are more than ninety days old that have not cleared the bank.
  
- (B) Outstanding checklists are provided to Student Accounts Specialist, Payroll/Benefit Specialist, and Purchasing/Accounts Payable for review by the Accounting Manager. Each reviews and attempts contact with the parties involved.
  
- (C) This process is completed on a monthly basis.

Effective: October 27, 2011

Expires: October 1, 2016

Review Dates: 3/21/05