Effective Date: April 1, 2009
Supersedes: Procedure 5.2 dated January 15, 2002
Applies To: System Office and Colleges
Procedure Responsibility: Payroll

Lost or Stolen Payroll Checks

Section 5.2.1 – Reporting Lost or Stolen Checks
Section 5.2.2 – Requesting a Duplicate Check
Section 5.2.3 – Lost or Stolen Check Cashed

Section 5.2.1 – Reporting Lost or Stolen Checks

Lost or stolen payroll checks must be reported to the KCTCS Payroll immediately. The local payroll office should report the incident in writing to KCTCS Payroll.

Section 5.2.2 – Requesting a Duplicate

To request a duplicate check:

A. A stop payment form (signed by the employee) must be sent to the KCTCS Payroll.

B. KCTCS Payroll will verify that the check has not been presented for payment.

C. Upon receipt of verification that the check has not been cashed a stop payment order will be issued on the original payroll check.

D. There is a 5 day waiting period ensure the check is not in process of being cashed once the stop payment order has been issued.

E. After the 5 business day waiting period an accounts payable check will be issued to the employee and will be sent to the college payroll staff unless otherwise directed by the college payroll staff to be sent directly to the employee.

Section 5.2.3 – Lost or Stolen Check Cashed

If a lost or stolen check has been cashed:

A. The employee must file a police report on the disappearance of check.

B. The KCTCS Treasurer will submit a request to the KCTCS' bank to investigate the claim.

C. Once the bank has investigated the claim, and employee is found not at fault, the bank will return the funds to KCTCS.

D. KCTCS will issue a replacement check to the employee.

END OF PROCEDURE