



Administrative Policies and Procedures

Procedure Number	Subject	Effective Date	Revised Date
BU-1.1.10	Outstanding Check Policy	07/01/2007	

I. Outstanding Check

The outstanding check register for both the operating and payroll accounts will be reviewed monthly to determine if there are outstanding checks over 90 days. All individuals or businesses holding checks over 90 days will be contacted wither by phone, mail or email to determine the status of the check. Checks will be reissued if necessary. Checks that cannot be cleared will be moved to the College's unclaimed property account. One check will be issued yearly to the Unclaimed Property Division of the Georgia Department of Revenue.