

<b>FINANCE</b>  <b>PROCEDURE</b>  <b>MANUAL</b>	<b>TITLE:</b> Payment Re-Issuance	
	<b>NUMBER:</b> FIN-BKP-003	<b>VERSION:</b> 01
	<b>ISSUED DATE:</b> 9/8/2009	<b>REVISION DATE:</b> 2/8/2013

➤ **Purpose:**

To document steps taken to reissue lost or stolen checks or electronic transfers not received

➤ **Definitions:**

**PantherNet:** The online Enterprise Resource Planning (ERP) system used to track and maintain operations at the College including financial, student, and payroll/personnel records.

**Stop Payment:** Payment of initial check or electronic payment requested must be stopped prior to new check issuance (prevents potential for double payment and/or fraud).

➤ **Responsibility:**

**Assistant Controller, Reporting and Treasury:** Approves all re-issuances.

**Accounting Specialist:** Individual responsible for stopping payment on payments.

**Accounts Payable/Accounts Receivable:** Responsible for updating PantherNet to accomplish the reissuance of checks or electronic transfers.

**Accounts Receivable/Accounting Associate II:** Responsible for scanning a "Student Stop Payment Form" for further processing.

**Financial Institution:** Processes the check or electronic transfer; rejects the check upon failure of payment.

➤ **Procedure Details:**

1. Accounting Specialist receives notification (e.g., telephone call, e-mail, etc.) of lost or stolen vendor, former student or payroll check and requests a [stop-payment form](#) from the requester if not presented.
  - a. For current students, the stop payment form is the student stop-payment form available and processed at any campus cashier where the form is scanned in for further handling through a workflow process.
  - b. The campus cashier cannot process stop payment forms for vendors or employees.
2. Accounting Specialist stops payment on original check or electronic transfer that was issued.
3. PantherNet system files are updated by the Accounting Specialist, Accounts Receivable or Accounts Payable staff with attached approvals to accomplish the reissuance of a check.
4. If initial payment was in the form of an electronic payment, the reissue may be with a check.
5. The Assistant Controller, Reporting and Treasury must approve all re-issued checks.
6. Banking rules allow banks maximum flexibility. Therefore:
  - a. ACH/EFT: No action by the affected payee: When initial notice is received by the College that an EFT (electronic funds transfer) could not be completed, a replacement payment will be produced by the College on the 3<sup>rd</sup> full day from notification to allow for possible pull-back by the bank.
  - b. ACH/EFT: Action by the affected payee: When the initial notice of non-receipt of the electronic transfer is received from the affected payee in writing as described above within 5 business days of the initial payment: The College will complete a recall request to the bank. Upon receipt of notification from the bank of provisional credit, the College will proceed as in **a.** above.
  - c. ACH/EFT: Action by the affected payee: When the initial notice of non-receipt of the electronic transfer is received from the affected payee in writing as described above after 5 business days of the initial payment: The College will complete a

recall request to the bank. Should any provisional credit be granted, the College will proceed as under **a.** above.

- d. Check Re-issuance: Checks will not be reissued if the initial payment was mailed by the College until a full 10 days have passed. This is to accommodate any returns via regular mail. After completion of a written request as detailed above, on the 11th day a stop payment will be placed with the bank and the bank will be afforded a full day for processing. On the 13<sup>th</sup> day a replacement check will be entered for overnight processing.
- e. Check Re-issuance: Checks expired as older than 180 days. See procedure under **d.** above.
- f. Check Re-issuance: Checks returned for errors making them no longer valid will be processed after receipt of the original check for overnight printing.
- g. Any circumstances other than the above where the College made an error may be approved by the Controller or Assistant Controller if circumstances not detailed above warrant. The Controller or Assistant Controller will not override the above waiting periods to accommodate the recipient payee. Payees need to be aware that the above practices are necessary under these circumstances to protect the assets of the College.

➤ **References:**

Accounting Manual for Florida's College System:

[http://www.palmbeachstate.edu/finance/Documents/State\\_of\\_FL\\_Acctg\\_Manual.pdf](http://www.palmbeachstate.edu/finance/Documents/State_of_FL_Acctg_Manual.pdf)

Stop-Payment Form:

<http://www.palmbeachstate.edu/finance/Documents/APForm-StopPaymentForm.pdf>