

**SCHOOL DISTRICT OF MAYVILLE**

661.1-Rule

**PROCEDURE FOR VOIDING DISTRICT CHECKS**

The Business Office shall use the following guide as the procedure for voiding a District check:

1. When a check is voided either because of double payment, over payment, under payment or any other type of error, the bottom half of the check shall be cut off and destroyed. The date of the void is to be written upon the remaining portion of the check and the check recorded and filed with the other checks in the usual manner.
2. The above procedure shall be accomplished immediately upon notice of the void check. Under no circumstances shall there be a delay of any length of time in making this complete void.
3. The employee/vendor shall be responsible for all fees associated with the cancellation of a check.

APPROVED: January 6, 1986  
ADOPTED: February 3, 1986  
REVIEWED:  
REVISED: November 20, 2000

Signatures of School Board Members:

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