

Record of Ordinance

Ordinance No. 2022-23

Passed: 23 May, 2022

**AN ORDINANCE ESTABLISHING POLICY AND PROCEDURES FOR HANDLING
STALE DATED CHECKS AND REPEALING ORDINANCES AND RESOLUTIONS
IN CONFLICT THEREWITH**

Whereas, the Village of West Lafayette desires to update the policy and procedures for handling stale dated checks issued by the Village.

NOW THEREFORE, BE IT ORDAINED by the Council of the Village of West Lafayette, State of Ohio as follows:

SECTION I: The Village routinely issues check to vendors for goods or services and employees for salaries, wages and some benefits. Village-issues checks are "Void after 60 days". When a check valued at five dollars (\$5.00) or more remains outstanding (un-cashed) for more than 60 days the following steps should be taken:

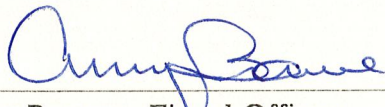
1. Notify payee that the check remains un-cashed. Enclose a "Check Reissue Request" form (attached).
2. If the request is made, the outstanding check will be voided and re-issued. Checks valued under five dollars (\$5.00) may be re-issued in person at the Village Administration office during normal business hours upon presentation of the original check, appropriate identification, and completion of a Check Reissue Request form.
3. If no Reissue Request is received, after two months the check will be cashed in the Village's financial system and the amount of the check will be deposited in the Unclaimed Trust Fund (910).
4. If not claimed within five years the amount of the check will be transferred to the General Fund (101) of the Village of West Lafayette for the sole benefit of and use by the Village.

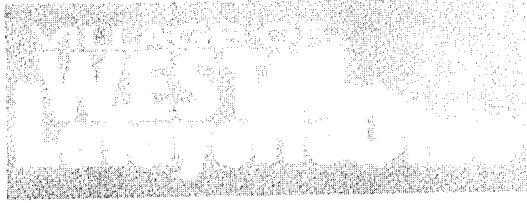
SECTION II: That this resolution shall be and is hereby declared to be an emergency measure necessary for the health, safety, and welfare of the citizens of West Lafayette, Ohio and shall be effective upon passage and signing by the Mayor.

PASSED IN COUNCIL THIS 23 day of May, 2022.


Stephen R. Bordenkircher, Mayor

ATTEST:


Amy Bourne, Fiscal Officer



Amy Bourne
Fiscal Officer
113 East Railroad Street
West Lafayette, Ohio 43845
740-545-6541
fiscalofficer@westlafayettevillage.com

VILLAGE OF WEST LAFAYETTE, OHIO

CHECK RE-ISSUE REQUEST FORM

Original Check Information

<u>Payee</u>	<u>Date Issued</u>	<u>Check Number</u>	<u>Amount</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Reason for request:

(Check One)

_____ Lost/Misplaced check

_____ Did not receive check

_____ Other _____

Due to the above reason I hereby request that the above referenced check be re-issued.

I also agree that if the original check is located that I will not attempt to deposit or otherwise cash it.

Name _____

Street Address _____

City, State, Zip _____

Signature

Date