

## HANDLING UNCASHED CHECKS - PROCEDURE

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On occasion OUUC will issue checks that are not cashed in a timely manner.

If in the course of OUUC's normal review of records, it is found that a check has not been cashed within six months of being issued OUUC shall:

*In the case of payroll:* The Administrator will make every effort to contact person to whom the check was issued to notify them of uncashed status (starting with informing the employee's supervisor). If the check has been lost the payee can request a re-issue of the check. If attempts to contact the payee are unsuccessful, the check will not be voided and will be held for the employee until such time that it is registered with Washington's Department of Revenue Unclaimed Property Division.

*In the case of reimbursements:* As a courtesy the Administrator will attempt to contact the payee to notify them of uncashed status. If the check has been lost the payee can request a re-issue of the check.

