



TEXAS TECH UNIVERSITY

Operating Policy and Procedure

OP 69.03: Replacement of Payroll Checks

DATE: December 13, 2022

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to establish the policy and procedure for issuing replacement payroll checks that have been reported lost or stolen.

REVIEW: This OP will be reviewed in October of odd-numbered years by the Chief Payroll Officer and the Senior Managing Director of Cash and Credit Management Services with substantive revisions forwarded to the Senior Vice President for Administration & Finance and Chief Financial Officer.

POLICY/PROCEDURE

1. Persons whose payroll checks are lost or stolen may apply for replacement checks by initiating a *Stop Payment Request* in Payroll & Tax Services (see attachment).
2. The check amount, check number, and date issued are obtained from the payroll records and included on the *Stop Payment Request* form (see attachment). Cash and Credit Management Services (CCMS) will review online banking records in order to determine whether the check has cleared the bank.
3. If the original check has not cleared, CCMS will void the check through the online banking system. Once this is complete, CCMS will notify Payroll & Tax Services to issue a replacement check, which must be issued with a new check number.
4. If the bank or a third party notifies Texas Tech that the check has been presented for payment, a replacement check will not be issued until there is further investigation.
5. The person requesting the stop payment is responsible for notifying Payroll & Tax Services if the original check is found. The person will be requested to return the original check to Payroll & Tax Services for destruction if a replacement check has been issued.
6. If the original check has already cleared, CCMS will send a copy of both sides of the check to Payroll & Tax Services. A copy of the endorsement will be provided to the person requesting the stop payment. If the endorsement is a forgery, the person will be directed to the bank to submit an *Unauthorized Check Activity Form*.

[Attachment: Stop Payment Request](#)