

Any check issued by the district will be voided when:

1. It has been outstanding for more than six (6) months; or
2. It has been reported as lost or stolen; or
3. It has been returned by the payee for some reason.

If the voided check is replaced with a new check, a stop payment order will be filed with the bank from which the check is drawn.

Voided checks shall be kept in a file in numerical order. All voided shall also be defaced so as to make them unable to be used.



LEGAL REFERENCE:

Idaho Code Section 33-506(1)

ADOPTED: March 11, 2002

**Language in text set forth in italics is optional.*