



Vermilion County, Illinois

Payables Manual

November 2015 Edition

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CHANGES TO PAYABLES PROCESSING AND NOTES FOR YOUR INFORMATION & USE

Several of our "*approved*" forms have been changed, modified or updated. This includes the expense voucher and request for meal advance, as well as several others. That being said, be sure to check the [Forms page](#) and **use the latest revision of needed forms. Anything submitted on an old form will be returned to you for correction.** We hate to be that rigid about this, but errors are being made due to the older forms being used, and us not catching what they are meant to be. Additionally changes have been made to better comply with I.R.S. Regulations as well as other various official needs.

When turning in any "time sensitive" payables, such as registrations or advances, be sure to allow at least **3 weeks** for us to get checks back to you. While we try to get them processed sooner, it is not always possible to do so. If we have to stop to locate them in the payables process to check on them or move them ahead in the process, it adds more time to the overall check run.

When you start using a new vendor for a service, even if it will only be one time, you should have them fill out a [W-9](#) (Request for vendor information) form to turn in with the invoice. These can be obtained at [IRS.gov](#) or on the [Forms page](#). If we do not have them on file payment to the vendor may be delayed until we receive a completed form.

Before you turn in your payables, take a moment to check them over to be sure that they are complete and signed in all the appropriate areas. In order to assist with this, several forms include orange shading in spaces that are typically needed. The shading goes away once that space has something entered into it. Some offices are becoming very lax with fully completing the required information. Also, be sure that vendor numbers are correct. The information for payment is your responsibility - not ours!! We try to check them but with processing the volume of payables that we do, we are unable to catch them all.

Be sure to pick up your mail from our office, **at least**, weekly. This should not be a problem since you will be coming in to drop your payables off. Also, please make sure that all payables personnel and/or Department Heads are registered with the [Auditor's Office Newsletter and Announcements Email System](#). We will post changes or notices that are distributed to your email via that system. Without doing so, you will have to manually check our website regularly yourself for changes.

Payables need to be processed more than one time per month. The POs forms are to be turned in within 24 hours of securing the PO number. All invoices **MUST** have the PO number printed by the vendor on them. Things like "mikelucas", "linda", or the date are not valid PO numbers. If this process is not followed, they may be taken to the Finance Committee or your parent committee for approval prior to processing by our office. Those invoices that do not have a PO number spot on them, should have the PO number written on them by you.

Remember we pay from **original** invoices. We do not pay from fax or e-mail copies. Be sure to inform your vendors of this as well as the PO number that is to be applied.

When typing a purchase order, it must be for the **total amount** of the order. If they are done at the time of the order, this should not be a problem. In several cases the POs have been typed later when the invoice is received and any backorders are not included. This causes the additional invoices to be excluded from the original PO, and becomes an issue when we must research them later.

If an invoice or a purchase order is returned to you for correction, be sure to leave the return sheet attached when sending it back. This is used for our tracking to insure that we receive everything back.

NEVER retype a purchase order. If you need to correct something, draw a line through the incorrect information and write in the correction.

It may be a good time to review the entire payables manual. We have made some changes that it will be your responsibility to apply.

Revised November 13,2015

PAYABLES PROCESSING

TIPS AND PROCEDURES

1. Take all discounts available. If the check will be printed within the discount time frame, take the discount. Most vendors will allow it.
2. Pick up your checks and mail immediately when notified they are ready. This will help avoid late charges and past due balances.
3. Be sure to send the check stub to the vendor with the payment. It contains identifying information.
4. Please submit a copy of the "full" bills when a payment stub is removed. Sometimes there is information on the stub we need.
5. Always remove the payment remittance stubs from invoices and send them to the vendor with the checks.
6. To change vendor info, use the vendor number change form located on the [Forms page](#).
7. Turn purchase orders in daily. Remember we process bills for 26 departments - not just yours.
8. Blanket purchase orders should be for one month only, unless we have given other authorization. When using blanket purchase orders, the number must be on the invoices.
9. If authorized to use [Full Year blanket purchase orders](#), a special PO form is located on the [Forms page](#) that MUST be used.
10. **Faxed invoice copies will not be accepted except in special circumstances.** We pay from originals only to help avoid duplicate payments. These circumstances are at the discretion of the Auditor's Office.
11. Use **blue ink** for signatures on expense reports, purchase orders, etc., to help us quickly identify them as originals. ***Digital or stamped signatures are not acceptable.***
12. When paying a credit card account (Lowe's, Menard's, OfficeMax, etc.) we need both the statement and the individual charge slips to make payment. Other accounts such as Danville Water and Absopure may also have a statement and individual charge slips. These also must all be provided to us.
13. We do not pay sales tax (except if we are reimbursing an employee for an expenditure). It is your responsibility to contact the vendor for corrected bills or credit memos. The exception is federal and state utility taxes.
14. We do not pay late charges unless it is due to our tardiness. Credit card late charges must be paid due to the contractual nature of the application and credit agreement.
15. ***Do not write or stamp in the lower right hand corner of an invoice, or a large blank area.*** We need that clear area for our data processing stamp which is approximately 2" high by 3 1/2" wide.
16. Meal/travel advances are a privilege - not mandatory. Use common sense when requesting them. Be sure to allow at least 3 weeks to receive the checks prior to the departure date.
17. Registrations for conferences and hotel charges will no longer be advanced to the employee. They will be paid directly to the association or hotel. The Advance Form has been revised and no longer includes those items as an option.
18. **Be sure to get purchase order numbers PRIOR to ordering** and explain to the vendor that they MUST appear on the invoice. We match invoices to purchase orders by number. And when a name appears on the invoice instead of a purchase order number, it is obvious that you are going around the approved policies of the county. **Consistent**

abuse of this policy may be reported to the finance committee, as well as your parent committee.

19. When turning in payables, ***the invoice (or expense report) goes on the front, and the purchase order on the back.*** Any supporting documentation goes in between the invoice, or [Non-Invoiced Item Form](#), and the purchase order.

AUTOPAY BLANKET PURCHASE ORDERS

AutoPay Blanket Purchase Orders are a special kind of Full Year Blanket PO. They are used predominantly for recurring, non-invoiced bills like grants, rent, etc. These are typed on an [Auto-Pay Blanket PO Form](#). The AutoPay form should be filled out following the same rules as any other type of blanket PO's. There are a few subtle differences however. The form should be for the total amount to be spent for the entire year broken up into individual monthly payments on the description lines of the PO form.

Special attention needs to be paid to the rounding in Excel. Even if the visible number is only 2 digits, that is not always the actual value of the cell. In order to prevent this from happening, each payment amount should be entered into the amount column individually. After doing this, please double check the PO Total at the bottom of the form to make sure it is the same as the total amount to be paid for the year. This mainly comes into play when the approved contract or agreement is for a total annual amount and it must be divided into periodic payments. Those divided amount do not always come out equally.

If you do find that your amounts don't divide out equally, you should adjust the final payment to correct the rounding from the rest of the year. The payment line that is different should be shaded, italic and bold before printing it. An example of an AutoPay Blanket PO Form that is properly filled out (less the signatures) and that contains a rounding correction can be viewed by clicking <http://www.vcauditor.com/manual/sampleautopayrounding.pdf>.

As an alternative, you may submit a list of information for AutoPay blankets to the Auditor's Office that your office might require. This list should contain, the Vendor Name, Address, Vendor Number, Line Item(s), Total Amount to be paid from each line item and the number of payments to be made. The Auditor's office will then assign PO numbers for them and generate the AutoPay Blanket Form(s) for you. The completed form(s) will then be returned to your office for approval and signatures. Upon your approval you would then return the signed PO to the Auditor's Office.

After receipt of the correctly completed and signed AutoPay PO Form by the Auditor's Office, copies will be made and placed into special folders by our office. The first payables week of each month, the corresponding packet of Auto Pay Forms for that month will be retrieved and automatically processed by the Auditor's Office. You will then receive the check(s) with your normal payables checks without any further action needed by you.

Note: AutoPay PO's are processed in the first payables cycle of each month. They WILL NOT be processed any more frequently than once per month. AutoPay Blanket PO's can however, be setup for not only monthly payments but also, bimonthly, quarterly or even one time per year. This just allows the forms to be generated and scheduled earlier as time permits instead of needing to remember them. The Auditor's Office will then add the forms to the corresponding month's AutoPay PO group.

Please contact the Chief Deputy Auditor if you would like assistance in starting to use this new program. The Auto-Pay system has now been used for several years by several offices and has proven to be quite beneficial to those offices, as well as the Auditor's Office.

PROCESSING BLANKET PURCHASE ORDERS

1. Calculate the estimated amount of dollars that will be used for the vendor and line **for that month.**
2. Call for a purchase order number prior to the end of the previous month.
3. Type purchase order on a [Blanket PO Form](#), sign, and send to the Auditor's Office for encumbrance.
4. When an invoice comes in, sign it, write the line item(s) and amount(s) on it, and forward to the Auditor's Office daily.
5. It is important that you also keep a running total of your available balances, by line item number, on these blanket purchase orders. This will let you know when you need to increase the purchase order amount. Contact the Auditor's Office if you would like a version of the Excel spreadsheet we use to do this type of tracking.
6. After the final bills for the month are paid, fill out a [Blanket PO Closing Form](#), or one of the closing forms made specifically for your office. This will include all the information required to verify our records match yours and to release any remaining funds on that blanket PO.
7. In some cases, Annual Blanket POs may be issued to your office. This is done only with Special Permission from the Auditor's Office. This type of PO has a specific [Full Year Blanket PO Form](#) that must be used with them also.
8. There is an Auto-Pay Blanket PO that may, in some cases, be used also. Auto-Pay Blanket PO's are for recurring, non-invoiced bills like grants, rent, etc. These are typed on an [AutoPay Blanket PO Form](#). Instructions for the use of AutoPay Blanket PO Forms have been setup in a separate section of this manual.

PLEASE NOTE THAT WHILE BLANKET PURCHASE ORDERS MAY BE INCREASED, USING A PROPERLY FILLED OUT [PO CHANGE FORM](#), THESE SHOULD BE **LIMITED TO ONE PER MONTH PER PURCHASE ORDER, *if at all possible.*** IF YOU HAVE TO INCREASE MORE THAN THAT, YOU HAVE NOT ESTIMATED PROPERLY AS DIRECTED IN STEP ONE. INCREASES CAUSE MORE WORK, AND ARE INSERTING ANOTHER CHANCE FOR ERROR ON THE PART OF EITHER OFFICE.

CREDIT MEMOS

When processing a credit memo be sure to write the line item number(s) on the credit memo. If for more than one line, write the amount for each line on the credit memo beside the corresponding line item number.

Credit memo amounts are **never** included on a purchase order. They are not taken off the balance of any purchase order, including blanket purchase orders.

(To better explain: Credit Memos are entered into the accounting system basically as a negative invoice so that they are documented. This automatically reduces the final check amount. If you take them off the PO total, our entering them will double the reduction causing an underpayment.)

Be sure when turning in a credit memo that during the same payables cycle you have turned in invoices totaling more than the credit memo. We cannot issue 'negative' checks.

MAKING CORRECTIONS

If a purchase order, invoice or other item is returned to you due to an error, you must leave the return sheet attached to the front when returning it after making the necessary corrections. This is our only notification that it has been corrected.

DO NOT RETYPE PURCHASE ORDERS!! If you have to make a change, draw a single line through the incorrect information, and write in the correct information. If you retype purchase orders or attach copies of purchase orders to invoices after you have turned in the originals, the bill may get paid twice.

MANUAL CHECKS

The authorizer as denoted below will determine the emergency -- not the department.

The request for a manual check must be filled out completely.

A purchase order must be attached. Invoices must also be attached.

Manual check requests should then be forwarded to the appropriate authorizing person for processing as follows:

- The Auditor will authorize payments for all budgeted funds - including payments from a revenue line.
- The Financial Resources Director will authorize payments for the payroll fund (089) only.
- The Treasurer will authorize payments for funds 69, 70, 72, 77, 84, and 85.
- All other requests will be authorized by the Auditor.

The Authorizer will sign the request form and it all forwards to the Treasurer. The Treasurer will prepare the check(s).

The Treasurer will notify the requesting office when the checks are ready. Do not expect to be able to stand and wait on the check. We will make every effort to get them done in a short time, but all persons in the cycle have to be available. It may take a while to get the processing done and check issued.

There will be **no** manual checks issued for postage. Please keep track of your needs, and get the purchase order turned in so that a check can be issued as needed.

There will be **no** manual checks issued, except in extreme emergencies, for conferences or education seminars. If the purchase order is not turned in for processing in a timely manner so that a check can be issued in advance, it will be the responsibility of the attendee to pay out of his or her pocket. Then, with appropriate documentation (a copy of a canceled check or credit card statement, if applicable, and a receipt) an expense voucher should be prepared, and attached to a purchase order. The employee will then be reimbursed.

*Please note also, **departments who have checking accounts or petty cash accounts**, are **not** to use those accounts to reimburse employees for travel or other related expenses. Doing so could cause the amount to become taxable income to the employee. These accounts are also **not** to be used to pay for conference registrations which would be an avoidance of the approved payables process..*

PROCESSING INVOICES ONLY

Each invoice must include:

- Vendor Name & Address
- Description
- Invoice Detail
- Invoice Total
- Purchase Order Number
- Date

When processing invoices for payment, unless they are for things such as cell phone bills or utility bills, they should already have a purchase order number assigned. It should be printed on the invoice by the vendor. If it is not, be sure to write it on the invoice. Next time you order from them be sure to make them understand we must have it printed on the invoice or the invoice may be rejected for payment.

In the case where there are multiple line items used for the items purchased, note on the invoice the line item they should be paid from and the amount for each line. **Note that shipping costs add to the cost of the item, and do not come from the Postage line (***.***.**.04270)**

Initial that the invoice is okay for payment and circle the amount to be paid.

If an amount is different on the invoice, and the invoice completes the order fill out and attach a [PO Change Form](#) available on the [Forms page](#). If there is no change noted to us and the amount of the invoice is over the PO authorized amount, the invoice will be returned to you for correction. If the invoice is less than the PO authorized amount, the PO will be paid as a partial order and the balance left open and encumbered from your budget.

Send the invoice to the Auditor's Office to be matched with the purchase order previously turned in.

If a purchase order has not previously been sent in, follow the purchase order instructions.

NEVER are we authorized to change an amount on a vendor's invoice. If a correction needs to be made, contact the vendor for a corrected invoice or credit memo to send in with the original invoice.

PROCESSING PURCHASE ORDERS

PURCHASE ORDER NUMBERS

1. Purchase order numbers must be obtained **prior** to placing an order.
2. Have your vendors put the purchase order number on all invoices. Names are not acceptable purchase order numbers. If something other than the purchase order number appears on the invoice, it may be rejected, or forwarded to the Finance Committee or your parent committee for approval.
3. When calling for the purchase order number give us **your name, the amount**, and the **vendor name**, preferably in that order.

PURCHASE ORDER PROCESSING

1. After obtaining the PO number and placing the order, fill out the approved form which can be obtained at the Auditor's "Forms" page. All information is to be typed in. Be sure to accurately and completely fill out the following fields:
 - PO #
 - Department
 - Note that the Department should be the name of the department for the General Fund budgets. If other than General Fund, the fund name would go there.
 - Date
 - Vendor Number
 - If there is not an assigned number note if a temporary number should be used. This is if you do not intend to use the vendor again, or intend to rarely use it.
 - Make note if a NEW number should be issued.
 - Always include the FULL name and address.
 - Please note the final decision on issuing a permanent number will be up to the Auditor's office.
 - Quantity
 - Price
 - Description
 - Line Item Number
 - Price
 - Total
 - Signature and Date of signing by authorized person

- The top area titled "**PO Form Generated By**" should be the name of the person filling out the purchase order. **This needs to be completed.**

NOTE: Our purchase order numbers are 6 digit numbers. Our line item numbers are 13 digit numbers. Our vendor numbers are 6 digit numbers. If any of these have less than the complete number - including leading zeros - the purchase order will be returned to you for correction.

2. Turn the original purchase order in to our department within **24 hours** of obtaining the number.

- The Illinois Statutes assign to us the duty of approving all orders prior to the purchase. Receiving and processing these within 24 hours allows us to meet our duties.
- If the invoice is available at the time you turn the purchase order in, place it **on top** of the PO and attach.

3. When you receive the invoice, verify the amount with the previously turned in PO. If there are any changes in amounts fill out a purchase order change form available on the [Forms page](#).

4. Sign the Invoice, and write the line item number if it is a bill with more than one line, noting the amount for each line item.

- We pay from original invoices - not statements or faxed copies except in certain circumstances.
- We do not pay sales tax.
- We do not pay late charges unless it is on an item such as a credit card where we have signed a contract (done on the application) stating we will.
- If an invoice must be changed in amount, get a corrected invoice or a credit memo. **Do not change vendor invoices.**
- If there is to be a check for something not invoiced, such as postage, fill out and attach a [Non-Invoiced Item Form](#) available on the [Forms page](#) to authorize a check. Purchase Orders without this form attached may get filed in our "Waiting for Invoice" file, and not paid until the proper items are submitted and may go unnoticed until questioned.

5. Turn your purchase orders, invoices, and other paperwork into our office daily. You do not, and should not wait until your cut-off day. Because we have schedules we must meet bringing large quantities of paperwork into our office at the last minute may be cause for them to be held a week before being processed for payment.

6. Final payables for the week are due in by your previously noted cut-off times and dates. The cut-offs are for all offices, and do not mean later, even if we are working later than normal.

- If there is an emergency situation, call for approval ahead of time. Do not assume we will work it into the current week. We will, if the workload and time permit. This is solely at our discretion.
- If we do accept a late purchase order, hand it directly to the Deputy or Chief Deputy Auditor, and mention that it is a late purchase order to be moved forward. Do not just place it in the "in" basket as it may be set aside for the following week.

7. When you have one invoice that will apply to 2 or more purchase orders, you must make a copy of the invoice to attach to each Purchase Order individually. On the invoice (or copy) highlight the PO number and amount you are paying respective to that invoice and then attach them to the purchase order, or send them in to us for processing. **We will no longer make these copies for you.** Also, if there are backup documents, such as for credit cards, these need to be sorted and attached to the statement copies as applicable.

EXCEPTIONS

If an order is incomplete - Do not change the PO amount, if the balance is expected to be received. Note instead that it is a partial shipment. We will hold the PO open until the final invoice is received.

If an order is canceled - Fill out a [PO Change/Void form](#) available on the Auditor's "Forms" Page. This will allow us to close the PO, and release the balance of any encumbered amounts.

MANUAL CHECKS, VOID CHECKS AND STOP PAYMENTS

The procedures for manual checks, void checks and stop pays will remain as outlined elsewhere in this manual.

Note: the documentation for manual checks is the same as for a regular payables request. It must include a purchase order, an invoice, and any other required documentation.

The required request forms to be used for these situations are available on the [Forms page](#).

PURCHASING

PRIOR to placing an order for goods or services, Purchase Order numbers must be obtained from the Auditor's Office. **Please instruct your vendor to place these purchase order numbers on each invoice.**

Invoices coming in without purchase order numbers on them may be returned. Also, invoices coming in without purchase order numbers obtained prior, except for things such as telephone bills, utilities, etc., may be taken to the Finance Committee for approval prior to payment. This requirement is a compromise to enable you to have the ability to place your orders quickly, and still meet the requirements set out by the Illinois State Statute for our office, which require our approval prior to placing the order.

When placing an order for goods, be sure that you have shopped for the lowest price available. The Vermilion County Board has indicated its preference for purchases to be made with Vermilion County vendors, unless the prices are not comparable, or the goods or services cannot be obtained elsewhere. When figuring cost, be sure to allow for the freight charges. These charges could raise a price greatly, and thus cause a local vendor to be lower overall.

By each office doing their part to keep costs low, we will avoid having to go back on the bid system for regularly used items

REIMBURSING AN EMPLOYEE FOR COUNTY EXPENSES OTHER THAN TRAVEL

All reimbursements made to an employee should be on a [Personal Expense Voucher Form](#) unless we have given you permission otherwise. (This is decided on a case-by-case basis.) This is the only way they will be paid. This includes all items other than travel, which will be explained later. Also, be sure that all appropriate receipts are attached, and the voucher is filled out completely.

Be sure to have the employee and the officeholder or authorized signer sign the expense voucher in **blue** ink.

Be sure to include the paid invoice for the reimbursement. If there is no invoice or receipt, such as for registration fees, a copy of the charge slip or check must be included for payment.

Note: In the case where the Officeholder is the employee being reimbursed, the Chief Deputy or other authorized person should sign the expense voucher and purchase order. **NEVER should, or can, someone authorize their own reimbursement.** This is for the protection of the employee as well as the County. If no Chief Deputy or Authorized signer is available, ask another officeholder to sign it for you. The Auditor's Office Staff can also sign this for you at your request.

When turning in expense vouchers for reimbursement, or for mileage, please note that **they may only contain expenses for the previous 30 day period.** When requesting advances or reimbursement for travel, you must send in a copy of the agenda, and indicate departure and arrival times to enable proper meal allowances.

UPDATE: The ***Overnight Stay Required*** must be answered. If no answer is present, it will be assumed that overnight stay was not required and the meal amount(s) will be added to the employee's W-2 as taxable wages.

Note: Based on IRS Tax & Compensation codes, employee expenses reimbursed outside of an established policy, may be added to the employee's W-2 form as income and that employee will have to include that on their next income tax filing. In the case of Vermilion County, that includes expenses turned in that are beyond the 30 day established limit. ONLY prior approval of the Auditor's Office, if given, will allow the W-2 addition to be excluded.

TRAVEL ADVANCES

Travel advances are available to our employees when needed.

NEVER should any expenses for travel or registration be paid from a department's checking account. They must go through the payables system. If they are paid from these departmental checking accounts, they become taxable income to the employee.

Manual Checks shall **NOT** be issued for travel advances. If the purchase order is not to our office in time to insure that the employee will have the check in advance, no advance will be made. Allow at least 3 weeks for processing time. Expenses will be reimbursed upon their return and submission of an employee expense voucher.

BE AWARE THAT EVEN THOUGH ADVANCES ARE AVAILABLE, THEY ARE NOT MANDATORY. USE COMMON SENSE WHEN REQUESTING AN ADVANCE.

Even when a travel advance is issued, a personal expense voucher must be filed upon the employee's return to document expenses and odometer readings other than direct paid hotel, direct paid registrations or meals. If this is not done, the advance will be due to the County by the employee for the amount advanced.

Travel advances must include itineraries of all meetings, etc. All registration form copies must also be included. Departure and arrival times must be included to allow for proper meal allowances.

Travel advances must be requested on the approved form. Please note that this form has changed and is available on the [Forms page](#).

Note: Travel Advances adhere to the same rules as reimbursed meal expenses when it comes to taxable wages. If overnight stay is not required, and noted as such on the Advance form, the amount(s) will be added to the employees W-2 as taxable wages.

TRAVEL REIMBURSEMENTS

When traveling for County business, an employee is allowed to be reimbursed for certain charges. These include, lodging, meals (paid per the adopted County policy), mileage (with odometer readings), public transportation, parking, a single two-minute phone call home to announce arrival, a single two-minute phone call home when leaving, all phone calls for business purposes, bell and valet tips, tolls, etc. In each case, receipts must be attached when possible. If there is no receipt, (except for meals), the expense may be rejected.

All expenses must be documented, and listed on an [Employee Expense Voucher](#). This must be signed in blue ink by the employee, and the Officeholder. In the case where the Officeholder is the employee, the Chief Deputy or other authorized person should sign the expense voucher and purchase order. **NEVER should, or can, someone authorize their own reimbursement.** This is for the protection of the employee as well as the County.

Alcohol will not be paid by the County. The County reimburses only for our employee's expenses. Guests are at the expense of the employee.

Meals charged to a hotel bill will not be reimbursed individually. Meals are only allowed according to the per diem policy.

Movies charged to a hotel room will not be reimbursed.

Additional phone calls, other than listed above, will not be reimbursed.

Other charges or reimbursement expenses will be looked at on a case-by-case basis.

VOID CHECKS AND STOP PAYS

VOID CHECKS

When a check needs to be voided, fill out a [Void Check Request Form](#) completely, except for the "Log Number" and the Treasurer's Office signature line. These will be completed by the Treasurer's office. Attach the check to be voided, and send to the Treasurer's Office.

If a replacement check is to be issued, follow the following procedures:

- Obtain a **new** purchase order number.
- Fill out a new purchase order. Your description will be "to replace void check number ____."
- Attach a copy of the void check, and void check request form, with log number filled in by the Treasurer's Office, to the top of the New Purchase Order. This becomes the 'Invoice' for the replacement check. It is your responsibility to get these copies from the Treasurer's Office.
- Submit this item into the Auditor's Office as you would any other payable.

STOP PAY

Stop payments are when the check has been lost or destroyed. In this case, fill out [Stop Pay Request Form](#) completely, except for the "Log Number" and Treasurer's Office signature line. Take the completed form to the Treasurer's Office with the date of the check, the amount, the vendor, the check number, etc. The Treasurer will call the bank and stop payment of the check.

To reissue follow the following procedures:

- Obtain a **new** purchase order number.
- Fill out a new purchase order. Your description will be "to replace stop pay check number ____."
- Attach a copy of the stop pay request form, with log number filled in by the Treasurer's Office, to the top of the New Purchase Order. This becomes the 'Invoice' for the replacement check. It is your responsibility to get these copies from the Treasurer's Office.
- Submit this item into the Auditor's Office as you would any other payable.