

# Stale Dated Cheque Replacement Policy

<b>Purpose</b>	To ensure replacements for stale dated cheques are done in a consistent manner and assets are safeguarded.
<b>Policy</b>	<p>Replacements for stale dated cheques will only be given through the Registrar's Office or the Continuing Education Office for Tuition Refund cheques and through Financial Services for Vendor and other cheques.</p> <p>Replacement cheques will not be given for cheques dated over one year old.</p> <p>Any replacement cheque will only be issued after Financial Services has verified that the original cheque is still outstanding and that a stop payment has not been done, nor has it been replaced.</p>
<b>Applies to</b>	All Vancouver Community College employees and students.
<b>Procedures</b>	<ol style="list-style-type: none"><li>1. A stop payment on the original cheque will be done and a replacement cheque will be issued.</li><li>2. If the original cost centre where the cheque was issued from is no longer active the Director of Financial Services should be consulted to establish where the cheque should be expended.</li></ol>
<b>Reference</b>	Collection and Reimbursement of Student Fees Policy

**1. Policy Sponsor:** Director, Financial Services

**2. Approvals:**

President: \_\_\_\_\_ Date: \_\_\_\_\_

Education Council Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Operations Council Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Board Chair: \_\_\_\_\_ Date: \_\_\_\_\_

**3. Amendments:**

President: \_\_\_\_\_ Date: \_\_\_\_\_

Education Council Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Operations Council Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Board Chair: \_\_\_\_\_ Date: \_\_\_\_\_

**4. Review Date:**