

**WEST LINN-WILSONVILLE SCHOOL DISTRICT
SCHOOL BOARD POLICY**

Current File Code: DGBB
Date Policy Reviewed and Re-Adopted: 12-04-06

CONTROL AND DISPOSITION OF OUTSTANDING CHECKS

Checks, which have been issued but have not been processed by the district's bank, are termed outstanding. After a check has been outstanding for a period of six months, a stop payment is to be issued. The amount of the check is to be transferred to the general fund. The party to whom the check was issued must contact the business office for payment.

END OF POLICY