

Prepared by General Accounting and Loan Collection
This is a New Procedure.

A8.683

A8.600 Accounting

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A8.683 STALE-DATED UNIVERSITY OF HAWAII GENERAL ACCOUNT
CHECK

1. Purpose

To re-date a stale-dated University of Hawaii General Account (UHGA) check.

2. Definition

Check refers to a check issued from the UHGA at the Bank of Hawaii. Except for payroll and the Departmental Checking System (DCS) checks, all University payments regardless of funds are made from the UHGA.

Re-dated check is a void stale-dated check that is reinstated as valid by authorizing a new check date.

Stale-dated check is a void UHGA check that has been outstanding (not canceled by the Bank) for more than six (6) months since the check date.

UHGA check is a check issued from the University of Hawaii General Account at the Bank of Hawaii.

3. Objective

To ensure a payee with a void stale-dated check is paid.

4. Applicability and Procedures

- a. Fiscal administrator obtains the original check and submits a memorandum to the General Accounting and Loan Collection Office requesting to re-date the check.
- b. General Accounting and Loan Collection Office authorizes the change, re-dates the check, updates its records, and returns the reinstated check to the department for distribution.