

HOSKINS KINGS VALLEY CHECK VOIDING POLICY

All checks must be accounted for and be used in their chronological order. Out of order checks and any unclaimed checks after 90 days will be voided.

- 1) All checks will have a “Void after 90 days” noted on the checks.
- 2) Any check which are out of order , will not be used and will be clearly marked VOID
- 3) Department bookkeeper will retain the “voided” checks on the books until six months as per UCC (Uniform Commercial Code) requirements

Policy Adopted: _____
Date

Fire District Chair