

	Montana Mental Health Nursing Care Center Policy Manual	Policy Number	304
		Original Date	08/15/1983
	Department: Business Office	Revised Date	01/09/2014
	Stale Dated Checks		

POLICY:

Any contingent revolving fund or resident accounts check 270 days old and not cashed shall be stale dated.

PROCEDURE:

1. The check will be voided in the computer register and the funds will be added back to the account.
2. If the payee cannot be reached, the check will not be reissued.
3. Resident Accounts
 - A) Coding will be placed on the payment advice slip and coding entries will be made to the Keane System.
 - B) Copies of necessary documentation will be filed.
4. Contingent Revolving Fund
 - A) After the check is stale dated, the next reimbursement will be adjusted for the amount of the check so the authorized amount will not be exceeded.