



## Legislation Text

File #: 17-541, Version: 1

### MEMORANDUM

**TO:** Board of Supervisors

**FROM:** Scott De Leon, Public Works Director

**DATE:** June 20, 2017

**SUBJECT:** Approve Reissuance of Cancelled Check to Deschamps Automotive from FY 14/15, which was not cashed within six months from the date of issuance.

#### EXECUTIVE SUMMARY:

We received a request from the owner of Deschamps Automotive to reissue a check that was not cashed within six months from the date of issuance and is therefore void. Government Code 29802 sets the guidelines by which the Auditor-Controller or your Board may authorize replacement of void checks. The check in question is the following:

- Check number 695127 was a payment to invoice #14650 for repairs in the amount of \$296.03, issued to Deschamps Automotive on 08/08/2014. According to the owner the check was misplaced and never cashed.

It has been verified that the check has been cancelled in the financial system and was not reissued. Attached is the supporting documentation.

This check falls outside the two year timeframe allowable for the Auditor-Controller to approve reissuance and we respectfully request your approval to reissue the above check.

**FISCAL IMPACT:** ☒ None ☐ Budgeted ☐ Non-Budgeted

Estimated Cost:

Amount Budgeted:

Additional Requested:

Annual Cost (if planned for future years):

**FISCAL IMPACT (Narrative):**

**STAFFING IMPACT (if applicable):**

**RECOMMENDED ACTION:** Approve Reissuance of Cancelled Check to Deschamps Automotive from FY 14/15, which was not cashed within six months from the date of issuance.