

Amended By

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ADMINISTRATIVE ORDER NO. 54

Pursuant to Administrative Order I hereby establish the following procedures regarding the policy on stop payment on payroll and health insurance checks.

Whenever is it necessary to issue duplicate checks for either the payroll or health insurance check each individual will be responsible for paying the \$25.00 for any lost check.

DATED this 9 day of December, 1998.

Mark S. Watson

Mark S. Watson, City Administrator



# **CITY OF BILLINGS**

## **DEPARTMENT OF FINANCE & ADMINISTRATIVE SERVICES**

P.O. BOX 1178  
BILLINGS, MONTANA 59103  
(406) 657-8207  
FACSIMILE (406) 657-8390

Finance Division	657-8207
Motor Pool Division	657-8229
Parking Division	657-8207
Purchasing Division	657-8216

**TO: ALL DEPARTMENT HEADS/CITY EMPLOYEES**

**FROM: NATHAN R. TUBERGEN, F&AS DIRECTOR** *NRT*

**SUBJECT: STOP PAYMENT OF CHECKS**

**DATE: DECEMBER 1, 1998**

I would request that you circulate this memo or post it on your information boards as it relates to charges for stop payment on payroll and health insurance checks.

We have continued to issue duplicate checks for either the payroll or health insurance and absorbed the cost of those checks within the finance department's budget. This is becoming a significant amount with the increase from the bank of \$25.00 per stop payment. Therefore each individual will be responsible for paying the \$25.00 for any lost check.

This has been approved by Mark Watson, City Administrator, and we will be implementing this new policy January 1, 1999. It is important that each of you notify your employees of the change in the policy.

NRT/wjm

cc: Mark Watson, City Administrator  
Bill McGill, Assistant City Administrator  
Laura Marshall, Human Resources  
John Guenther, Controller

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