

# MEMO

To: All Staff

From: Finance Office

Date: March 3, 2010

Subject: Stop Payment Fee

Each year we receive multiple requests to reissue checks. In order to protect the HISD, it is important to issue a stop payment on the lost check. The HISD is charged a stop payment fee each time we have to do this.

Beginning April 1, 2010, this fee will be passed on to the employee who has misplaced the check and is asking for a reissuance.

The current fee is \$30. This amount will be deducted from the reissued check.