



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

February 5, 2004

MEMORANDUM

IMPORTANT

TO: Business Officers
North Carolina Community College System

FROM: Annette Dishner, State Aid Accountant

SUBJECT: Outstanding Checks

Our latest reconciliation of your State Disbursing Account indicated that check(s) listed on the enclosed printout have not been paid by the State Treasurer. The list includes all state checks written through December 31, 2003.

Attached is a copy of the guidelines established by the Office of the State Controller concerning exposure draft procedures for notifying payees of outstanding checks in excess of 180 days. This procedure will be required in addition to the normal escheat function.

As a reminder, each month colleges must follow the procedure and implementation process for notifying payees of outstanding checks and take the necessary actions to ensure checks appearing on the outstanding check list are removed accordingly (e.g., issues replacement checks, echeating, etc.).

Please review the outstanding check lists carefully and refer to the attached "Exposure Draft" procedure to adhere to OSC (Office of the State Controller) established procedures. If you find discrepancy on the attached O/S (Outstanding) check list, please contact this office to resolve.

If you have questions concerning this or if we can be of assistance, please contact us.

AD/daf

Attachment

CC04-025
Paper Copy