

DUPLICATE WARRANT POLICY

The school district may issue a second or duplicate check or warrant in lieu of any check or warrant that has been issued and subsequently lost or destroyed. No second or duplicate check or warrant shall be issued until the school district has stopped payment on said item by the payor bank or until an affidavit setting forth the facts as to the loss or destruction of the original check or warrant has been received by the school district from the payee, which affidavit may be received by facsimile transmission. The school district shall, as nearly as possible, preclude any loss being sustained by the issuance of any second or duplicate check or warrant.