

RULE 3.1 – OBSOLETE WARRANT AND CHECK STOCK

Adopted Date: 07/25/2005

Revised Date: 01/01/2008

PURPOSE

The internal control standard of Control Activity addresses an organization's physical control over assets. In order to fulfill these controls, the City and County of Denver deems it necessary to implement this rule.

DEFINITIONS

Obsolete Warrant and Check Stock – Warrants and check stock deemed to be obsolete or are no longer in use due to account closure.

RULES

1. All obsolete warrant and/or check stock is to be destroyed by the individuals responsible for such documents.
2. Documents are to be destroyed by a shredder or other means to render the warrant and/or check stock worthless.
3. Documents being destroyed shall be listed in a log by warrant and/or check number or the series of number to be destroyed.
4. The name of the individual and the date the documents were destroyed shall be entered on the log with numbers destroyed.

AUTHORITY AND ACCOUNTABILITY

The **Controller's Office** is responsible for this fiscal accountability rule and any procedures, guides, job aids, forms, and one-page summaries associated with this rule.