

Smith County Treasurer's Office Check Request Policy

Revised 8/24/10

All check requests must be submitted first to the Accounts Payable department. If the check request must be approved by the Commissioner's Court, Accounts Payable will submit it for approval during the next Commissioner's Court meeting. The deadline for these check requests to be turned in to Accounts Payable is Tuesday at 3:00pm. Check requests turned in after the deadline will be placed on the agenda for the scheduled meeting after the next Tuesday.

Check requests that do not require approval from the Commissioner's Court may be turned in to Accounts Payable up until the day before a scheduled Commissioner's Court meeting. These check requests will all be placed into one group or batch to be printed on the same day as the checks approved by Commissioner's Court. If Commissioner's Court meets on Tuesday, the checks will be processed after approval by the Commissioners and made available the following day. If the Court meets on another day of the week, the checks will be processed on the day of the meeting and made available the following day. If Commissioner's Court does not meet during a week, the checks that do not require approval will be printed on Tuesday and made available the following day.

The only checks that will be processed daily on an "as needed" basis are those requesting jury funds or postage. Emergencies will arise, and the Treasurer's Office will do our best to handle any check request that is truly an emergency on a case by case basis. All checks requested on an "emergency" basis must be approved by the Treasurer and the Auditor before being turned into Accounts Payable for processing. Please understand that an "emergency" is not a check request that someone forgot to turn in on time.

If you submit a check request for registration or dues for multiple people or hotels for multiple nights, no replacement checks will be issued due to cancellations. The organization or hotel will issue refund checks to the County for overpayment and the refund will be deposited back into the line item the check was issued from. This will negate the need to void checks and reissue, which costs the County time and money.

This policy is intended to promote an orderly and timely processing of check requests. With this policy in place, there should be no more questioning or wondering when you will receive a check for a request that has been turned in. If you have any questions, please feel free to call me at any time. Thank you very much,

Kelli R. White, CCT-CIO
Smith County Treasurer
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