

“STOP PAYMENT” REQUESTS FOR PAYROLL CHECKS

Effective May 1, 1995, all “Stop Payment” requests on payroll checks will be imposed a three(3) day WAITING PERIOD from the date of request as well as a \$15.00 service fee prior to issuance of a replacement check. The fee will be paid directly to the City Treasurer’s Office. Replacement checks will be released by the Treasurer’s Office subsequent to payee’s signature.

Adopted: April 12, 1995

Department of Public Schools, Augusta, Maine