

1210.17 Returned Checks

Issued: January 1, 1994
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PURPOSE

To provide guidelines for prompt disposition of returned checks.

APPLICATION

Executive Branch Departments and Sub-units.

CONTACT AGENCY

Department of Treasury
Financial Services Bureau
Receipts Processing Division (RPD)

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SUMMARY

Returned checks are sent by commercial banks to Treasury, Receipts Processing.

APPLICABLE FORMS

None.

PROCEDURES

Treasury, Receipts Processing Division

- This policy has been incorporated into the State of Michigan [Financial Management Guide Part II, Chapter 9, Section 100](http://inside.michigan.gov/SBO/financial_mgmt/Policies%20and%20Procedures/Financial%20Management%20Guide/Part_II_-_Accounting_and_Financial_Reporting_Policies/Ch9/Section_100_Cash_Receipts_and_Deposits.pdf).
(http://inside.michigan.gov/SBO/financial_mgmt/Policies%20and%20Procedures/Financial%20Management%20Guide/Part_II_-_Accounting_and_Financial_Reporting_Policies/Ch9/Section_100_Cash_Receipts_and_Deposits.pdf)

Agency

- Retains returned checks.
- This policy has been incorporated into the State of Michigan Financial Management Guide:
 - [Part II, Chapter 9, Section 100](http://inside.michigan.gov/SBO/financial_mgmt/Policies%20and%20Procedures/Financial%20Management%20Guide/Part_II_-_Accounting_and_Financial_Reporting_Policies/Ch9/Section_100_Cash_Receipts_and_Deposits.pdf).
(http://inside.michigan.gov/SBO/financial_mgmt/Policies%20and%20Procedures/Financial%20Management%20Guide/Part_II_-_Accounting_and_Financial_Reporting_Policies/Ch9/Section_100_Cash_Receipts_and_Deposits.pdf)

- [Part II, Chapter 11, Section 100.](http://inside.michigan.gov/SBO/financial_mgmt/Policies%20and%20Procedures/Financial%20Management%20Guide/Part_II_-_Accounting_and_Financial_Reporting_Policies/Ch11/Section_100_Recording_and_Adjusting_Receivables.pdf)
(http://inside.michigan.gov/SBO/financial_mgmt/Policies%20and%20Procedures/Financial%20Management%20Guide/Part_II_-_Accounting_and_Financial_Reporting_Policies/Ch11/Section_100_Recording_and_Adjusting_Receivables.pdf)
- [Part II, Chapter 11, Section 200.](http://inside.michigan.gov/SBO/financial_mgmt/Policies%20and%20Procedures/Financial%20Management%20Guide/Part_II_-_Accounting_and_Financial_Reporting_Policies/Ch11/Section_200_Accounts_Receivable_Write_Offs.pdf)
(http://inside.michigan.gov/SBO/financial_mgmt/Policies%20and%20Procedures/Financial%20Management%20Guide/Part_II_-_Accounting_and_Financial_Reporting_Policies/Ch11/Section_200_Accounts_Receivable_Write_Offs.pdf)
- Also, see Administrative Guide Procedure 1250.01.
