

CITY OF SPOKANE DEPARTMENT POLICY AND PROCEDURE	DEPT 0860-09-07 LGL 2009-0007
TITLE: PAYEE POSITIVE PAY EFFECTIVE DATE : January 20, 2009 REVISION EFFECTIVE DATE: N/A	

1.0 GENERAL

1.1 Payee Positive Pay is a banking service which allows the City to quickly and easily manage payment activity of requests for payment on City warrants to persons issued such warrants by the City. The intent of this service is to reduce the risk of check fraud. The City will transmit warrant issue information of warrants issued by the City for payment from City funds to the bank electronically. As the City warrants are presented by payee for payment at his/her bank, Payee Positive Pay compares each paid item against City information on City warrants that were issued by the City. Warrants presented for payment that do not reconcile with the City's warrant issue information are listed as exception items to the Treasurer's Office.

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2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to the Treasurer's Office.

3.0 REFERENCES

None

4.0 DEFINITIONS

None

5.0 POLICY

5.1 It is the responsibility of the Treasurer's Office to insure that the warrants presented for payment with City funds that do not reconcile with the City's warrant issue information are reviewed. The Treasurer's Office will instruct the bank to pay or return the warrant payment items selected which cannot be reconciled with warrant issue information ("warrant exceptions").

6.0 PROCEDURE

6.1 Each day, the Treasurer's Office accountant will review a list of all current day warrant exceptions, along with the decision status of each item. The decisions that are available to make are pay warrant, return warrant, approve decision to pay or return, and release decision to pay or return.

6.2 Once the current day warrant exceptions have been reviewed, the Treasurer's Office accountant will make the necessary decision to pay the warrant(s) or return item(s), as necessary.

6.3 When the current day warrant exceptions have been authorized to be paid or returned, the accountant will approve the Payee Positive Pay decision individually or select multiple transactions and approve them all at once.

6.4 The accountant will release the Payee Positive Pay decisions individually or select multiple transactions and approve them all at once when the current day exceptions have been approved.


7.0 RESPONSIBILITIES

The City Treasurer shall administer this policy.

8.0 APPENDICES


None

APPROVED BY:



Director

Date



City Attorney (Asst)

1-5-09

Date