

DEPARTMENT OF ENVIRONMENT AND SUSTAINABILITY POLICY

Title:	Payment Instrument Validation and Acceptance	Policy Number:	ADM-017.R0
Division:	Administrative	Pages:	4
Effective Date:	6/30/2017	Revised Date:	3/16/2020

I. POLICY STATEMENT

It is department policy not to accept payment instruments (i.e., personal checks, company checks, cashier checks, and money orders) that fail to comply with the requirements specified in this policy. Rejected payment instruments shall be returned to the customer with an explanation for the payment rejection.

II. APPLICABILITY

This policy applies to Technical Analysis Section staff, Business Office staff, and all other department staff (e.g., backup cashiers) who perform cashier duties.

III. REQUIREMENTS

Payment instrument requirements:

- Preprinted and completed items cannot be altered or corrected.
- The instrument must have an instrument/check number.
- The instrument must have a routing number.
- The instrument must have an account number.
- The instrument must be made payable to “Division of Air Quality,” “Air Quality,” or “DAQ.”
- The instrument must be signed in such a way that it cannot be altered.
- The instrument must be dated with the month, day, and four-digit year. The instrument cannot be postdated; its date must be within 90 days of receipt.

- The instrument must contain the amount in two formats: (1) numeric form in the preprinted amount box (or area provided), and (2) narrative form (in words) below the “Pay to the Order of” line (or area provided). The two amounts must be equal.

John Doe
123 Main St
Anywhere US 10111

Date 01/01/2015

PAY TO THE ORDER OF Division of Air Quality

\$ 8.15

Eight and 15/100 DOLLARS

Your Bank
456 Main St
Anywhere US 10111

MEMO Invoice #022222

John Doe

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Figure 1. Properly Completed Payment Instrument.

If the dollar sign (\$) is not preprinted on the instrument, it must be written to the left of the numeric amount.

- For point-of-sale invoices, the instrument amount cannot be less than or greater than the total amount invoiced.
- For nonpoint-of-sale invoices, the instrument amount cannot be more than the total amount invoiced and/or the outstanding invoice amount. However, the instrument amount may be less than the total amount invoiced and/or the outstanding invoice amount.

IV. RESPONSIBILITY / AUTHORITY

The Front Counter Supervisor and the Business Office Supervisor are in charge of this policy and are responsible for implementation, modification, and revisions.

V. REFERENCES

- Nevada Uniform Commercial Code, Chapter 104, “Original Articles,” Article 3, “Negotiable Instruments.”
- [wikiHow.com, “How to Write a Check.”](http://www.wikihow.com/How-to-Write-a-Check)

