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**DATE:** September 10, 2010

**TO:** Accounting Managers  
K-12, Community College Districts, and Charter Schools

**FROM:** Carolyn Nielsen, District Payroll and Retirement Coordinator  
  
District Fiscal Services  
Division of Administration and Business Services  
(951) 826-6538 / FAX [951] 826-6961

**SUBJECT:** Stale Dated Commercial Warrants

Currently District Fiscal Services Payroll and Retirement distributes refunds of over-collected employee retirement contributions and various payroll deductions deducted in error. These refunds are paid to current and past employees on commercial warrants. Commercial warrants not cashed after six months from the original date of issue, become stale dated and are reissued. Unfortunately, some of the reissued warrants become stale dated again.

Effective immediately, DFS will no longer reissue a replacement warrant when the original warrant becomes stale dated. These stale dated amounts will be transferred to the appropriate district on a financial transfer form along with the employee name, employee number and reference information. The district will be responsible to pay the employee via a commercial warrant should the employee request it.

If you have any questions or concerns, please call me at the number listed above.

CN:lf

L: payroll & retirement/correspondence/Ltr-stale dated warrants 09102010