

EXPIRED E-TRANSFER, STALE CHEQUE, AND PETTY CASH LETTER POLICY

Approving Authority: President & Chief Executive Officer

Administrative Responsibility: Director, Policy Research and Advocacy

Original Approval Date: June 21, 2024

Date of Most Recent Review/Revision:

Related Policies, Procedures, and Documents:

1. Purpose

- 1.1. This policy provides direction on the required procedure for cancelling stale cheques, and the expiration of e-transfers and petty cash pick-up letters for students.

2. Definitions

- 2.1. **e-Transfer:** A funds transfer service between personal and business accounts.
- 2.2. **Petty cash pick-up letter:** A letter indicating an available reimbursement, generally for a value under twenty-five (25) dollars.
- 2.3. **Stale cheque:** An outstanding cheque issued to a student that has not been cashed after a period of six (6) months.

3. Jurisdiction/Scope

- 3.1. This policy applies to all e-transfers, cheques, petty cash pick-up letters issued to current and past Wilfrid Laurier University students.

4. Policy

- 4.1. E-transfers expire thirty (30) days after issuance.
 - 4.1.1. E-transfers that are not accepted within the first thirty (30) days will be re-issued one additional time.
 - 4.1.2. Students have the remainder of the current fiscal year and one (1) additional full fiscal year to request the re-issuance of the e-transfer.
- 4.2. From the date of issuance students have the remainder of that current fiscal year and one (1) additional full fiscal year to redeem any outstanding cheques or petty cash reimbursements.
 - 4.2.1. Cheques that become stale before the end of this grace period may be re-issued at the request of the recipient.
 - 4.2.2. After the remainder of the fiscal year that included the date of issuance, and



one (1) additional full fiscal year, all cheques and petty cash reimbursements will be considered void.

4.3. To request any form of re-issuance, the current or former student must contact the Students' Union in writing and provide the following information:

- 4.3.1.1.1. Name.
- 4.3.1.1.2. Student number.
- 4.3.1.1.3. Reimbursement details.

4.4. Any exception to this policy will be considered by Students' Union President and Chief Executive Officer.

4.4.1. Any student wishing an exception to this policy must request consideration in writing.