


City Manager's Office
Administrative Order No.: 036
Issued: 11/06



Approved by Marc S. Grisham
City Manager

Subject: Accepting and Cashing Personal Checks, Credit Cards and Debit Cards.

Purpose:

To establish guidelines for the purpose of accepting and cashing personal checks, credit cards and debit cards.

Policy:

The City of Pittsburg does not provide for the cashing of personal checks, whether the check is issued by an employee, volunteer, business, credit union or member of the general public.

Procedures:

1. Checks shall only be accepted by the City of Pittsburg as a means of satisfying a financial obligation, other debt owed to the City or as donations/contributions to be used towards City services or programs.
2. Checks shall be accepted for only the exact amount due for such financial obligations or debts owed the City.
3. The only checks that will be cashed, if necessary, are those issued by the City to administrative staff to replenish petty cash funds for a department.
4. Reimbursement checks issued by the City to an employee will also not be cashed by the City of Pittsburg (other than to replenish petty cash funds for the City of Pittsburg departments and programs).
5. Checks will also not be cashed through a City of Pittsburg department and/or program petty cash fund.
6. This policy shall also be applied in the same fashion for payments made by credit card or debit card.