



MONTGOMERY COUNTY, TEXAS

VENDOR CHECK VOID/REISSUE POLICY

In accordance with Local Government Code Sec. 113.041(e):

If the county treasurer is satisfied that an original check or other order drawn on the county treasury by a proper authority is lost or destroyed, the treasurer may issue a duplicate instrument in place of the original. The treasurer may not issue a duplicate until an applicant has filed an affidavit with the treasurer that states that the applicant is the true owner of the original instrument and that, to the best knowledge and belief of the applicant, the original is lost or destroyed.

A check will be considered “lost or destroyed” and its reissuance considered, upon meeting one of the following conditions:

1. Check is not received by vendor within 30 days of check date;
2. Incorrect/mutilated original check is provided to the County Treasurer;
3. Completion of stolen/fraudulent check process through the County Treasurer and county banking institution; or
4. Extenuating circumstances as agreed upon by the County Auditor and County Treasurer.

An affidavit in the form and manner required by law and as provided to the applicant by County must be filed with the County Treasurer and sufficient time allowed to validate the application by both the County Treasurer and County Auditor before a replacement request may be processed. Reissued warrants will follow the approved County payment schedule unless authorized by Resolution and Order as a manual check.

**AFFIDAVIT MADE PURSUANT TO TEXAS LOCAL GOVERNMENT CODE
SEC. 113.041(e).**

THE STATE OF TEXAS
COUNTY OF MONTGOMERY

Before me, the undersigned authority, on this day personally appeared

_____ (applicant) who, being by me duly sworn, upon oath
deposes and says that: _____ (applicant) is the true owner of the original
instrument and payee on the herein below described check, issued to satisfy certain
indebtedness of Montgomery County, Texas:

Check No.: _____
Payable to: _____
Date: _____
Amount: _____
Fund: _____
Expense Description: _____

That to the best knowledge and belief of the applicant, said original instrument/check
was either lost, stolen or destroyed without having been cashed. That upon receipt of
duplicate check, the undersigned will guarantee and protect Montgomery County, Texas,
from any loss should the original check be recovered.

That affiant is duly qualified and authorized to make this affidavit and is fully cognizant
of the matters herein set out.

Signature: _____

Subscribed and sworn to by the said _____, this the
_____ Day of _____ A.D. 20____, to certify which witness by
hand and seal of office.

Notary Public in and for
_____, County, _____