

Forgery Affidavits

Summary:

- This document outlines the process for claiming funds when lost/stolen University checks are cashed.
- The check Payee contacts the department that issued the check.
- The department contacts the Purdue University Police and The Office of Treasury Operations.
- Proper paperwork is processed to reimburse the Payee.

	What to Do	Who	How to Do It
1	Review SAP to see if the check was cashed. If the check has been cashed, contact OTO for a Forgery Affidavit. Advise the payee that a police report must be filed.	Department/ School/ Campus that issued check	Check OnePurdue system for check encashment information See Business@Purdue for instructions.
2	Obtain a copy of the cashed check.	OTO	View in JPMorgan Chase/PWS and print a copy of the front and back of the check.
3	Send a blank Forgery Affidavit form and copy of the check to the department.	OTO	Forgery Affidavit is maintained on the Treasury server at Data/Banking/Bank Fraud. (Verify it is the most recent form.) Share forms via Filelocker.
4	Work with the Payee in completion of the Forgery Affidavit.	Department/ School/ Campus that issued check (assistance from OTO if necessary)	Fill in the Business Forgery Questionnaire and the Affidavit of Unauthorized Signature of Altered Item. Signature must be notarized. Attach a copy of police report and copy of the check. Return completed affidavit packet to Office of Treasury Operations/FREH.
5	Send completed affidavit to the bank.	OTO	FedEx packet and send email to JPMorgan Chase Client Services contact. List as an item on the OTO Bank Issues tracking log.
6	Monitor daily bank activity report for reimbursement of funds. Maintain follow up with bank representative.	OTO	Reports are maintained on the OTO server at Data/Banking/Reports/JPMorgan Access daily saved reports/General and Incoming Electronic payments. Monitor bank account activity. Contact bank representative weekly for status.
7	Notify department when funds have posted to the bank account.	OTO	Email appropriate department. Copy and paste payment information into a Word document and share it with the department contact in Filelocker.

8	Department prepares OBC.	Department/ School/ Campus that issued check	Department prepares OBC, for return of funds to university from the bank. See Business@Purdue for instructions.
9	After notification by OTO that the funds have been received, request replacement check.	Department/ School/ Campus that issued check	See Business@Purdue for instructions to request replacement check: Or follow Banner process, if applicable.
10	Maintain Forgery Affidavit records.	OTO	Records Retention for Forgery Affidavit information will be maintained for seven (7) years. OTO records begin November 2008.