

SAM - CASH

ACCEPTANCE OF CHECKS AND MONEY ORDERS

8023

(Revised 8/2015)

All checks, money orders, and warrants received for deposit will be endorsed per the instructions in SAM sections 8034.1, 8034.2, and 8034.5 as applicable.

As a general principle, departments will accept personal checks to provide convenience to the public. See Government Code section [6157](#). However, departments may require payment by cash, certified check, cashier's check, or money order when:

- Service or materials that cannot be withdrawn if the check is dishonored by the bank are furnished to other than well established firms or well-known persons.
- The payer previously gave the department a check that was dishonored by the bank.
- The check is drawn on a financial institution outside the United States.

Departments accepting personal checks over-the-counter for cash or for services or materials that cannot be withdrawn will assure that enough information is available, either on the check or from available records, to enable tracing the person who presents the check if it is dishonored by the bank. Supplemental information, such as residence or business address, driver's license number, etc., may be essential in locating such individuals.