

ADMINISTRATIVE ORDER NO. 64

Amendment to Administrative Order number 54.

Pursuant to Administrative Order I hereby amend the following procedures regarding the policy on stop payment of payroll, flex spending and health insurance checks.

Whenever it is necessary to issue duplicate checks for either the payroll, flexible spending or health insurance checks, each individual will be responsible for paying the stop payment charges incurred by the City of Billings when reissuing such check. The stop payment charge amount to be paid by the employee will be determined by the banking contract in force at the time the original check was issued.

DATED this 29th day of August, 2002.

Ss Dennis M. Taylor
Dennis M. Taylor, City Administrator