



REQUEST FOR COUNCIL ACTION

AGENDA DATE: February 14, 2022

AGENDA ITEM: Void Lost Payroll Checks and Issue a Replacement Check

PREPARED BY: Laura Pfeifer

BACKGROUND:

Payroll checks #84117 and #84118 issued to Matthew Moen on September 24, 2021 for \$187.81 and \$401.63 are lost. Matthew Moen has completed an Affidavit of Lost Check for both checks.

REQUESTED COUNCIL ACTION:

Make a motion to void lost Payroll checks #84117 and #84118, issue a new check and waiving bond requirements for the checks issued to Matthew Moen in the amount of \$187.81 and \$401.63 for a total of \$589.44.