

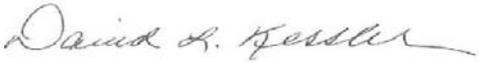
COMMONWEALTH OF PENNSYLVANIA
OFFICE OF THE BUDGET
COMPTROLLER OPERATIONS

BCPO Memo 10-03

Date: April 27, 2010

Subject: Acceptable Instruments of Payment for
Debts of Separated Employees

To: All Human Resource Directors for
Agencies Serviced by the
Bureau of Commonwealth Payroll Operations (BCPO)

From: David L. Kessler 
Director
Bureau of Commonwealth Payroll Operations

This memo is to announce an update to the Bureau of Commonwealth Payroll Operations (BCPO) policy on acceptable instruments of payment for debts of former employees who have separated/withdrawn from Commonwealth service.

For active employees, debts are often secured through recovery by payroll deductions. However, if an employee has separated and is no longer receiving a paycheck, BCPO's options for collection are limited to recovery of monies from either State Employees' Retirement System (SERS) employee account contributions (if available) or from payments made directly by the individual.

Funds received from SERS are issued from the Treasury Department and are fully secured. On the other hand, personal checks received from individuals have an increased risk of being returned for insufficient funds, especially for higher dollar amounts.

Therefore, to prevent instances where personal checks with higher dollar amounts are dishonored for nonsufficient funds (NSF) or refused by a bank ("Stop Payment" placed), the following instruments of payment will be the only ones accepted by BCPO directly from a separated employee for payments of \$500 or more:

1. U. S. Money Order
2. Certified Check
3. Cashier's Check

Personal checks will continue to be accepted for payments under \$500.

BCPO will implement this policy effective May 1, 2010.

Separated Employee Debts

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This memo is for informational purposes to the agencies we serve and will be posted on BCPO's website at www.comptrolleroperations.state.pa.us. If you need additional information or have any questions on the above, please feel free to contact Zygmunt Bystron at (717) 787-3377 or zbystron@state.pa.us.

cc: Ms. Anna Maria Kiehl
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