

THE CITY OF NEW YORK  
HOUSING AND DEVELOPMENT ADMINISTRATION  
DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

DATE: May 1, 1973

TO: Borough Superintendents

FROM: Thomas V. Burke, P.E., Director of Operations

SUBJECT: UNREDEEMABLE CHECKS

Please advise the Borough Manager in your office that the following procedure is to be established immediately.


Where payment of fees is made by checks and it is found subsequently that such checks cannot be redeemed, please require that:

1. A listing be made of the names, addresses and the type of business of the persons who submitted such checks.
2. These lists be forwarded to the other boroughs so that each borough may be alerted to accept only certified checks from those persons whose names appear on the list.

This procedure was suggested by the office of Stephen Garfield, Director of Finance and Control, HDA.

TVB/DH/PEO/sc

cc: Executive staff  
Connie Sparks  
Stephen Garfield

  
Thomas V. Burke, P.E.  
Director of Operations