

**ADMINISTRATIVE CODE
BOARD OF COUNTY COMMISSIONERS**

CATEGORY: Financial/Fiscal/Budget	CODE NUMBER: AC-3-16
TITLE: Replacement of Payment of Lost, Stolen, or Destroyed Bonds and Coupons	ADOPTED: 04/05/89
	AMENDED: 09/21/94; 08/09/05
	ORIGINATING DEPARTMENT: Clerk of Circuit Court/Finance Department

PURPOSE/SCOPE:

To authorize the Clerk of Circuit Court, Finance Department to approve replacement or payment of lost, stolen, or destroyed bonds and coupons.

POLICY/PROCEDURE:

The Clerk of Circuit Court's Finance Director or the Debt Analyst may approve requests from bond paying agents regarding the replacement or payment of lost, stolen, or destroyed bonds and/or coupons.

Bond paying agents will provide the Finance Department with all documentation necessary to support claims and will provide additional documentation as may be required. Documentation can include, but not be limited to:

- Copy of specimen bearer bond;
- Affidavit, Lost, Stolen, or Destroyed Securities;
- Power of Attorney, Surety Company;
- Complete description of the bonds or coupons being claimed;
- Any other documentation deemed necessary to approve the paying agent's request in accordance with the bond covenants.

The Finance Director or Debt Analyst will approve in writing (to the paying agent), the replacement or payment of the lost, stolen, or destroyed bonds and/or coupons after proper documentation has been reviewed and accepted.