

DISTRIBUTION OF CHECKS

Checks Are Sent the Day after Issue

Efficient and effective financial controls are an important tool in the University's efforts to safeguard its resources. Proper control over receipts and disbursements is essential for any organization. The University writes a large volume of checks, and one of the methods currently available to safeguard against check fraud is a banking tool called Positive Pay. The Positive Pay process allows the Finance Division to review information on suspect checks and authorize "pay" or "no-pay" decisions. The Positive Pay process will help prevent check fraud and offer additional protection for University disbursements. The process to update the outstanding check file will occur overnight, so checks will be released by Disbursement Services the day after the checks are written.

How Checks Are Sent

Checks will be mailed to the payee at the address indicated on the requesting document. Checks will not be returned to requesting departments for mailing or delivery, except for selected types of payments, such as stipends, honoraria, court fees, advances, and insurance premiums. If the check is to be delivered to someone other than the payee, indicate this in the "contact person" section of the Pay Request form.

Undelivered Checks

Checks that are returned to the requester for delivery to the payee and subsequently not delivered should be returned to Disbursement Services for cancellation. Do not allow undelivered or unidentified checks to accumulate.