

TASK

Effective Date: Approved July 18, 2005

Approved By: President's Council

Authority:

See Also: POL: U5351.06 Accepting Cash

TSK-U5351.06A REVIEWING AND ENDORSING CHECKS

Prior to accepting a check, traveler's check or money order, the cash handler:

1. **Examines** the check for current date.
 - 1a. May **accept** check if it is dated up to 180 days (6 months) prior to current date. **Does not accept** post dated checks.
2. **Examines** the check to ensure that payee is Western Washington University OR the individual presenting the check:
 - 2a. If the check is payable to the individual presenting the check, **verifies** that check contains payee endorsement.
3. **Examines** the check to ensure that the correct amount appears twice – printed numerically and written out.
 - 3a. If the numerical number differs from the written amount:
 - If the payer is present **returns** the check to the payer for correction. The payer must initial any change.
 - If the check is received in the mail OR if the payer is not present, **processes** the check for written amount, and **writes** and **circles** the number above the original numerical amount .
4. **Examines** the check to ensure that if the check is drawn on a Canadian financial institution, the check states "Payable in U.S. Funds".
 - 4a. If the Canadian check is received in person and does not state "Payable in U.S. Funds", **returns** the check and **informs** the customer that the check must state "Payable in U.S. Funds".
 - 4b. If the Canadian check is received in the mail, **follows** PRO-U5351.06B Processing and Converting Canadian Cash.
5. **Examines** the check to ensure that the payer has signed the check.
 - 5a. If the payer is present and has not signed the check, **returns** the check to the payer for signature.
 - 5b. If an unsigned check is received in the mail, **consults** with the University Cashier supervisor for recommendation on how to handle the check. Recommendations may include contacting the payer to verify the check is authorized, processing the check without signature, or returning the check to the sender.
6. **Verifies** identification and **records** (manually or via machine imprint) WWU ID number on the check if student or employee.
7. Immediately **endorses** the check with restrictive Western Washington University endorsement stamp issued by the University Cashier.