

TASK

Effective Date: 8/29/07

Approved By: Vice President George Pierce

Authority: RCW

Cancels:

TSK-U5351.06B CASHING EMPLOYEE AND STUDENT CHECKS***When a student wishes to cash a check the University Cashier:***

1. **Inspects** check amount.
 - 1a. If over the University check cashing threshold (\$100 for personal checks and \$500-\$1000 for institutional checks*), **returns** the check to the student and **informs** the student that we cannot cash the check.
2. **Verifies** identification by inspecting the student ID card or Driver's License.
3. **Enters** student ID number in TSAAREV and **checks** status to see if the individual is currently a student, has any holds on the account, or has any previous NSF's.
 - 3a. If not a current student **returns** the check to the student and **informs** the student that we cannot cash the check.
 - 3b. If holds have been placed on the account, **returns** the check to the student and **informs** the student that we cannot cash the check until balance owed is paid.
 - 3c. If there are 2 or more NSF's (for personal checks only), **returns** the check to the student and **informs** the student that we cannot cash the check.
4. **Obtains** student endorsement if check is third party (parent or grandparent only).
5. **Records** transaction in cashiering system, **gives** student cash (less the check cashing fee – effective July 1, 2007 it is \$0.50 for all checks), and **endorses** check.

**Check amounts between \$500 and \$1000 can be cashed with Bursar approval only.*

When an employee wishes to cash a check the University Cashier:

1. **Inspects** check amount.
 - 1a. If over the University check cashing threshold (\$100 for personal checks and \$500 - \$1000 for institutional checks*), **returns** the check to the employee and **informs** the employee that we cannot cash the check.
2. **Verifies** identification by inspecting the employee ID card or Driver's license.
3. **Enters** the employee's name in Outlook, **asks** for the employee's phone extension to **compare** to the Outlook listing; also **checks** TSAAREV for any previous NSF's.
 - If name is not listed in Outlook, **asks** the employee why they are not listed and if they have any other evidence of current employment.
 - If the Cashier is uncertain as to the employee status, **asks** Cashier Supervisor or Lead Cashier if the check should be cashed.

PROCEDURE

Action by:

Action:

- If it is determined that individual is not a current employee, **returns** the check to the employee and **informs** the employee that we cannot cash the check.
 - **In the case of personal checks:** If there are 2 or more NSF's **returns** the check to the employee and **informs** the employee that we cannot cash the check.
3. **Records** transaction in cashiering system, **gives** employee cash (less check cashing fee – effective July 1, 2007 it is \$0.50 for all checks), and **endorses** check.