

POLICY

Effective Date: December 11, 2006

Approved By: President's Council

Authority:

Cancels:

See Also: FORM: Electronic Deposit Enrollment Form

POL-U5341.04 DISTRIBUTING NON-PAYROLL PAYMENTS

This policy applies to university employees, students and vendors receiving non-payroll checks generated by Western Washington University.

Definitions:

ACH Direct Deposit – electronic funds transfer of payments from the university's bank account to a participating payee's bank account.

Non-Payroll Payments – employee reimbursement, petty cash reimbursement, travel advances, financial aid and vendor payments. Non-payroll payments do not include P-Card and Travel Card payments made in the course of using the cards.

Financial Repository – refers to the university's primary system for recording, processing, and maintaining financial data.

1. Accounting Services Distributes University Non-Payroll Payments

Accounting Services distributes non-payroll payments generated by the university by ACH direct deposit or mail,

EXCEPTION:

Certain payments may be delivered to the University Cashier's office for pick-up.

2. Vendor Payments Are Mailed to Off-Campus Addresses

Vendor payments will be mailed to off-campus addresses UNLESS another delivery method is authorized by the Vice President for Business and Financial Affairs or designee.

3. University Actively Encourages ACH Direct Deposit

Employees and students are actively encouraged to enroll for ACH direct deposit of payments to increase payment efficiency and the reliability of payment under unusual circumstances (natural catastrophe, severe weather, etc.).

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4. University Cashier Verifies Identity When Distributing Check Payments

The University Cashier will verify the identity of the payee or authorized representative of the payee prior to distributing a check payment.

5. Employees and Students Are Responsible to Update Current Address and ACH Information in Financial Repository

Employees and students must update their W-2 address and bank account information in the university's financial repository as necessary.

6. Accounting Services Will Deliver Uncashed Check Payments to the State Unclaimed Property Division

Non-payroll checks that are outstanding in the university's bank account over two years after the issue date will be reported and delivered to the State's Unclaimed Property division.