

**PROCEDURE**

Effective Date: 8/29/07

Approved By: Vice President George Pierce

Authority:

Cancels:

See Also: POL-U5341.04 Distributing Non-Payroll Payments

**PRO-U5341.04A****DISTRIBUTING EMERGENCY PAYROLL  
CHECKS AND NON-PAYROLL CHECKS****Action by:****Action:**

Accounting Services

1. **Delivers** emergency payroll, employee reimbursement, petty cash reimbursement, travel advance and other accounts payable checks to the University Cashier.
2. **Signs** both check logs and **gives** logs to University Cashier for signature. **Maintains** one copy of log for their records.

University Cashier

3. **Signs** check logs and **files** log and checks in blue binder in the Alternative Loan holding bin.
4. **Delivers** checks to payee upon request and presentation of payee identification and **obtains** payee signature on the check log and check stub;

**OR**

**Delivers** check to authorized representative upon presentation of representative's identification, **obtains** representative's signature/date on the "Authorized Signature for Checks" form AND the check log.

5. **Makes** a copy of the "Authorized Signature for Checks" form for binder and **sends** one copy to Accounting Services.
6. If checks have not been picked up within two weeks, **pulls** and **mails** check to payee and **records** date checks are mailed on the log.