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 - SME: Controller

Check (Non Payroll) Distribution

Background

The standard procedure for distributing non payroll checks written by the Office of the Controller is to mail all checks. Occasionally, there may be a need to request **special handling** of a particular check, i.e., a department may request a check to be picked up before it is mailed to the vendor. Checks requiring special handling, as well as, cash advances will follow the procedure listed below.

Procedure

The department or individual requesting a special handling check should make an obvious notation on the Check Request document indicating special handling of the check is requested. This notation should also include the name and email address of the individual(s) to whom the check should be released.

Checks requiring special handling will be available for pick up after 4:00 pm each day (NOTE: The cashier's window closes daily at 4:30 pm). The individual(s) notated on the request will be notified via email that the check has been issued and is ready for pick up. Checks will be picked up at the cashier's window in Aycock Hall.

- Checks made payable to individuals should be released only to either the individual(s) listed with the special handling request or the person whose name is on the check (payee)*.
- Cash Advances require the individual receiving the advance to retrieve the check in person.
- Checks made payable to a company or organization, only the individual(s) listed with the special handling request will be allowed to pick up the check.

Checks will be held in the Cashier's Office for five (5) days. On the sixth working day, checks not picked up will be mailed. Cash advance checks will be returned to the Office of the Controller.

Individuals picking up checks will need to produce a valid picture ID (preferably a UWG ID) and will be required to sign for receipt of the check before the check will be released.

Any exceptions to this procedure must be approved by the Controller.

** An exception can be made if the payee (name on the check) has sent a signed note stating that they want someone else (person picking up the check is to be listed in the note) to pick up the check.*