

Sam Houston State University
A Member of The Texas State University System

Finance & Operations Policy F0-50
Check Disbursement

The Business Office/Cashiers Office has the responsibility of disbursing all Sam Houston State University checks.

Check Disbursement Procedures

Checks are sent to the Business Office from Administrative Accounting for signatures and disbursement.

Vendor Checks

All vendor checks will be mailed by the Business Office. Departments may request overnight delivery of the check by providing a departmental account number to charge the postal delivery charge. If the department has other material which must accompany the check, the Business Office will include those in the envelope with the check when the department delivers the information. Another option for vendor payment is direct deposit.

Travel Checks

All travel checks will be disbursed by the Cashiers Office. A notification email will be sent to the check recipient by the Business Office when the check is ready for pick-up. The check recipient may request the check be mailed. Employees may also request to have someone else pick up their travel check with a memo granting such permission to a named individual, a copy of the check recipient's picture identification, and picture identification of the person picking up the check. The person picking up the check will be required to sign for the check. Another option for travel payment is direct deposit.

Periodically, the Cashiers Office will review travel checks which are 30 days old or older. After confirming the address on the check is the same on the voucher*, they will mail the check to the recipient. Copies of the mailed checks are kept on file as well as recording these travel checks on the Check Disbursement Log with the connotation "mailed" along with the Cashiers name.

Student Checks

Any check made payable to a student for disbursement by the Cashiers Office will only be disbursed to that student with proper picture identification. Checks not picked up after two weeks will be mailed once confirmation of correct address and zero balance on student's account is verified.

*If the voucher and check address differ, the Cashiers Office will contact the payee and ask for a faxed copy of the payee's picture identification card and a memo directing the Cashiers Office to mail the check to a specific address.

Exceptions to this policy must have approval by the President of Sam Houston State University.

Reviewed by: Anne D. Heartfield-Director of the Business Office – 11/1/08
Next Review: 2/1/10