Finance & Operations Policy F0-54
Check Disbursement Policy

1. Purpose
   1.1. This policy is to establish the guidelines for printing and disbursing paper check payments to Sam Houston State University (“SHSU”) vendors, employees, and students. SHSU’s preferred method of payments are through electronic process (ACH, direct deposit, credit card, wire transfer, etc.).

2. General Policy
   2.1. The Controller’s Office has the responsibility for printing and disbursing all SHSU check payments.
   2.2. SHSU payments to vendors and reimbursements will be mailed on the day the check is printed or, the date printed on the check, whichever is later. Payroll checks will be mailed one working day prior to pay day.

3. Exception Process to Policy
   3.1. SHSU’s President or Vice President of Finance and Operations (VPFO) must approve any check that is not mailed under this policy.
   3.1.1. SHSU new employees will receive their first salary payment by paper check to be picked up in Human Resources (HR) unless they have completed their new employee paperwork with HR prior to their first salary payment.
   3.2. All checks approved for pickup, by the President or VPFO will be available for pick up at the Bursar’s Office.
   3.2.1. The Bursar’s Office will require photo identification to deliver the check to the payee or the payee’s designee. The Bursar’s Office will hold a check for three days and then mail the check to the address printed on the check.

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