

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

**Finance & Operations Policy FO-54**

**Check Printing and Disbursement Policy**

**1. General**

- 1.1 The primary and preferred method of payment is through electronic means such as ACH/direct deposit, wire transfer, and credit card. In certain scenarios where electronic payment methods cannot be utilized, Sam Houston State University ("SHSU") will print and disburse paper checks.
- 1.2 The Office of Treasury and Investment Management ("Treasury") is responsible for printing and disbursing all SHSU checks.

**2. Purpose**

- 2.1 This policy establishes SHSU guidelines for printing and disbursing check payments.

**3. Delivery**

- 3.1 Payroll and payroll-related checks will be mailed one working day prior to the payroll date. All other checks will be mailed on the same day the check is printed.

**4. Cancellation**

- 4.1 Canceling checks that have been issued, i.e., utilizing a stop payment or positive pay exception process, will be performed on a best efforts basis if the check has not been cleared by SHSU's bank.

**5. Exceptions**

- 5.1 SHSU new employees receive their first salary payment by paper check if new employee paperwork is not completed in advance of the pay period processing. Such checks are printed by Treasury and must be picked up by the employee in Human Resources.
- 5.2 The Payroll Office ("Payroll") may prepare special/manual payroll checks. Such checks are issued by Payroll in coordination with Treasury and must be picked up in the Bursar's Office.
- 5.3 Checks payable to the estate of a deceased employee are delivered in a manner consistent with guidance provided by Human Resources.
- 5.4 Student refund checks are issued by Treasury and must be picked up in the Bursar's Office. These checks are mailed if the student does not collect the check within 14 days.
- 5.5 Valid identification is required to retrieve any check that is processed as an exception under this policy.

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5.6 The President or Vice President of Finance and Operations must approve any additional exceptions to this policy.

Approved by: TSUS Legal Counsel – Rhonda Beassie  
Vice President for Finance and Operations – Dr. Carlos Hernandez  
Date: March 2016

Reviewed by: Treasurer – David Verghese  
Date: March 2016

Next Review: 8/31/2019