Accounts Payable Check Pickup Process

FSS/PPS No. 03.01.15
Issue No. 1
Reviewer: Associate Vice President of Financial Services
Effective Date: 09/14 (E2Y)
Review Date: 12/16

01. PURPOSE

01.01 This PPS establishes policies and procedures under which a university disbursement check can be released to a university staff member rather than mailed by the Account Payable Department.

02. DEFINITIONS

02.01 Disbursement Check: An official check of the university used for payment for goods or services provided to the university.

02.02 Airbill: The mailing statement of the courier which includes the delivery address and the customer’s account number for billing purposes.

03. POLICY STATEMENT

03.01 The Accounts Payable Department is responsible for the safe control of all disbursement checks issued for payment of services and products provided to Texas State University. In order to comply with this requirement, Accounts Payable must maintain physical control of checks until they are mailed with the appropriate mail service or courier.

03.02 Accounts Payable can generally accommodate check mailings without releasing checks to other university staff.

03.03 Accounts Payable will release a check to the Cashier’s Office for pickup by designated university staff in certain situations as long as the staff picking up is identified on the payment request and identity is provided to the Cashier’s Office when the check is picked up. Authorized releases for payments include:
- Payment to contractors such as guest artists, lecturers and performers whose contract states payment is due on the day of the performance.
- Payment to a hotel when payment is required at check in. However, every effort should first be made to use a company billed account, Purchase Order or personal credit card to pay for the lodging.
- Payment to conferences, meetings or other events when payment is due at registration.
- Payment to businesses that require prepayment at the time of services.
- Payment involving a release of liability handled by the Office of General Counsel.
- Payment for purchases of real property when payment is due at closing.
- Deposit payments for group travel airline purchases.
o Refunds to grant sponsors for unused program funds.
o Payments to student athletics for conference allowances.
o Stipends for grant group participants.
o Refunds which must include sensitive data (e.g. tax ID numbers).

04. PROCEDURES

04.01 Accounts Payable will not release checks to university staff unless a valid reason is provided. For those release requests listed in section 03.03.03, checks will be released without additional approvals. Any other request to release a disbursement check will be considered on a case-by-case, exception basis and must be approved by the Director of Accounting or their designee. Check releases will not be approved simply for the convenience of university staff or the vendor.

04.02 Departments who need to mail additional or confidential information with the check may bring the information to Accounts Payable and include in the payment envelope. The department staff can seal the envelope but Accounts Payable will retain control of the disbursement check until mailed.

04.03 If a payment requires mailing by an overnight courier, the department should complete the courier’s airbill form and provide to Accounts Payable. The slip must include the department’s account number with the courier vendor so proper billing occurs. Accounts Payable will mail the check to the courier along with any other information required.

04.04 When check pickups are approved, Accounts Payable will notify the designated staff person that the check is ready for pick up. The check will be delivered to the Cashier’s Office along with the staff person’s contact information. The staff person designated on the check request must present identification to the Cashier’s Office in order for the check to be released to them.

04.05 If the check is not picked up within two weeks of the requested pickup date, the Cashier’s Office will contact Accounts Payable to retrieve the check. Accounts Payable will contact the staff person one time regarding the check and if no longer required will void the check. If the staff person agrees to pick up the check that day, it will be returned to the Cashier’s Office.

05. MAJOR RESPONSIBILITIES ASSOCIATED WITH THIS PPS

Major responsibilities for routine assignments associated with this PPS include the following:

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<td>December 1 (E2Y)</td>
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<tr>
<td>Director, Accounting</td>
<td>Review</td>
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06. **CERTIFICATION STATEMENT**

This FSS/PPS has been approved by the following individuals in their official capacities and represents FSS policy and procedure from the date of this document until superseded.

Associate Vice President, Financial Services, Reviewer

Vice President for Finance and Support Services

Approved: ____________________________________________

Reviewer

Approved: ____________________________________________

Vice President for Finance and Support Services