

NUMBER: BUSF 2.15
SECTION: Business and Finance
SUBJECT: Accounts Payable -- Check Writing Schedule
DATE: October 18, 2006
Policy for: All Campuses
Procedure for: All Campuses
Authorized by: Rick Kelly
Issued by: Controller's Office

I. Policy

Accounts Payable has established the following schedule for writing checks for Direct Expenditure Vouchers (DEV).

II. Procedure

Departments should submit vouchers and expect checks to be issued according to the following schedule:

A. If vouchers are received by the Controller's Office by **12:00 noon on Thursday**, the checks will be available in the Office of Financial Services the following Tuesday afternoon.

B. If vouchers are received by the Controller's Office by **12:00 noon on Monday**, the checks will be available in the Office of Financial Services the following Thursday afternoon.

C. Holidays or technical difficulties may alter this schedule.

Departments should take into consideration that most Direct Expenditure Vouchers require the approval of the University Purchasing Department before the voucher can be released to the Controller's Office for inclusion in a check write. A department should allow 3-5 days processing time by the Purchasing Department before expecting the check to be written according to the schedule above.

III. Reason for Revision

Delete the reference to the processing of travel vouchers (separate policy).

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