Policy: 01-07-00

Emergency Checks

OFFICE OF RECORD: Business Office
ISSUED BY: Vice President for Business & Administrative Services
APPROVED BY: 01-07-00
EFFECTIVE DATE: 1/13/03

Policy

An emergency check is any check not processed with the normal payroll or accounts payable cycle. Such a check requires approval of the Director of Human Resources or the Controller. This process requires special handling and substantially increases the workload of the Business Office.

If documents are not submitted by payment deadlines and it becomes necessary to issue an emergency check, a $25 emergency check charge may be imposed. Emergency checks will be issued without charge when an error on the regular payroll has occurred or for other special circumstances with the approval of the Director of Human Resources or the Controller.

To request an emergency payroll check, contact the Director of Human Resources. To request an emergency accounts payable check, contact the Controller.