Purpose and Scope

Exceptions to normal payment procedures are discouraged due to the additional time and effort required and the inherent circumvention of standard control procedures. However, since it is recognized that some circumstances may necessitate such exceptions, this procedure establishes the criteria and approval process for authorizing the issuance of a manual check.
Authority & Responsibility

1. Fiscal Agents
   a. Request manual check approval from the Associate Vice President of Financial and Administrative Affairs.
   b. Plan disbursement requirements and allow for normal processing lead time.

2. Associate Vice President of Financial and Administrative Affairs approves requests for manual checks

3. The Director of Financial Affairs/Controller (Assistant Controller or the Accountant IV in General Accounting in his/her absence) authorizes manual checks to remedy processing delays by the Controller's Office.

For more information contact us
Controller's Office
G2: MANUAL CHECKS
Effective Date: 8/26/05
Prior Date: 9/1/99

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**Definitions**

None

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Manual Check Criteria

A manual check should be requested and authorized only in the event of:

1. an emergency,

2. an interruption of necessary services or operations, or

3. an avoidance of substantial additional costs.

For more information contact us
Controller’s Office

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Manual Check Timeframe

Under optimal conditions; i.e., proper documentation, approvals, availability of funds and no errors in processing, turnaround time for a check request is one day. However, for planning purposes fiscal agents are urged to allow three working days for payment purposes.
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Process

1. Fiscal Agents
   a. Prepare documents (*Direct Payment Voucher* or Accounts Payable packet).
   b. Attach a memo, addressed to the Director of Financial Affairs/Controller and approved by the Associate Vice President of Financial and Administrative Affairs, that justifies the circumvention of normal practices.
   c. Forward documents, with supporting documentation and manual check approval, to the Controller’s Office.

2. Associate Vice President of Financial and Administrative Affairs may approve requests for manual checks in cases of
   a. emergencies,
   b. interruptions of necessary services or operations, or
   c. avoidance of substantial additional costs.

3. Director of Financial Affairs/Controller may approve a manual check to remedy a delay in processing by the Controller’s Office.

For more information contact us
Controller’s Office
Inquiries regarding these guidelines should be directed to the Controller's Office, E 212, phone extension 5143.

For more information contact us
Controller's Office