

# **SOUTHERN UNIVERSITY**

## **COMPTROLLER'S OFFICE**

### **POLICIES AND PROCEDURES GOVERNING LOADING MANUAL (TYPED) CHECKS AND VALIDATING CHECK NUMBER AND AMOUNT**

#### **PURPOSE**

The purpose of this Operating Policy/Procedure (OP) is to establish the procedures and guidelines to ensure that manual checks are loaded and processed in a timely manner. This policy sets forth guidelines to insure that manual check requests are submitted and monitored timely to ensure compliance with university regulations.

#### **OVERVIEW**

The Accounts Payable Section of the Comptrollers Office has the vested responsibility for the financial administration of loading manual checks and validating the check number and amount for the Southern University System. Accordingly, the staff must keep abreast of constantly changing policies and procedures to ensure compliance with the policies and procedures of the Federal and State agencies and the University. The accountants in this office functions as the financial liaisons between funding agencies, project directors the faculty, staff, and other campus administrative offices on financial matters related to loading manual checks and validating the check number and amount.

#### **DEFINITION**

None.

#### **AUTHORITY FOR WRITING, UPDATING AND INTERPRETATION**

The authority for writing, updating and interpreting the applicable policies and procedures is vested with the Office of the Vice Chancellor for Finance and Administration.

The authority for compliance with these requirements rest with the Office of the Comptroller, Division of Accounts Payable through the Director of Accounting Services, Associate Comptroller and the Associate Vice Chancellor for Financial Operations and Comptroller.

## **RESPONSIBILITY FOR NOTIFICATION OF CHANGES**

The responsibility for notification of changes in applicable regulations, policies and procedures is vested with the Office of the Comptroller: Division of Accounts Payable.

## **DUTIES AND RESPONSIBILITIES**

The Accounts Payable Supervisor within the Comptroller's Office is responsible for the preparation and submission of correspondence requesting the manual checks as needed. The steps required for processing are outlined below.

## **PROCEDURES FOR LOADING ALL MANUAL (TYPED) CHECKS:**

1. When a vendor, customer or employee personally request immediate payment of a vendor invoice or departmental invoice a manual check is prepared and distributed to accommodate this request.
2. The Accounts Payable Specialist receives justification for payment from the requestor and completes the manual check request form for authorization to process the request. Authorization is obtained from the Chief Disbursement Officer.
3. The Accounts Payable Specialist will verify and ensure that all necessary information is correct and attached to the invoice for immediate payment. The specialist will also ensure that the payment is in compliance with standard accounts payable policies and procedures.
4. The information is then forwarded to the Chief Disbursement Officer for review, verification and approval of the supporting documents. After approval has been granted, the Chief Disbursement Officer will issue the next available blank check to the Accounts Payable Direct Payment Specialist for processing along with the payment documentation.
5. The manual check is prepared by the A/P Direct Payment Specialist. Once the check is typed it should also be protector graphed for added security. The information is entered on the manual check log, batched and loaded in the FRS system on screen 109 (prepaid vouchers). After the manual check is loaded, the specialist should print FRS screen 114 which will list the check and the amount of payment for cross-referencing and verification.
6. The loaded batch is then transmitted along with the supporting documentation to the Chief Disbursement Officer for final approval. Upon approval the specialist will then transmit the manual check, batch and manual check request to the Financial Control Section for further processing and distribution.

- ☐ Approved  
☐ Disapproved

Mrs. Gwendolyn A. Bennett