

SOUTHERN UNIVERSITY

COMPTROLLER'S OFFICE

DRAFT

POLICIES AND PROCEDURES GOVERNING CLEARING CHECKS ON THE PROBLEM CHECK LIST TO INCLUDE CHECKS RETURNED IN THE MAIL

PURPOSE

The purpose of this Operating Policy/Procedure (OP) is to establish the procedures and guidelines to ensure that the checks that are included on the problem check list to include the checks returned in the mail are processed accurately and the error and/or omission that created the problem is corrected in a timely manner. This policy sets forth guidelines to ensure that the checks that are included on the problem check list to include checks that are returned in the mail are voided and if necessary reprocessed and resubmitted to the vendors and/or University Employees in a timely manner. The problem check list should be monitored and maintained on a weekly basis to ensure accurate record keeping and to validate that the Comptroller's Office is in compliance with university regulations.

OVERVIEW

The Disbursement Operations Section of the Comptroller's Office has the vested responsibility for the financial administration of clearing the problem check list to include checks that were returned in the mail. 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 accounting personnel within these sections function as the financial liaisons between vendors, faculty, staff, and other campus administrative offices on financial matters related to clearing the problem check list to include checks that were returned in the mail.

DEFINITION

Problem Check List to Include Checks Returned in the Mail – An excel spreadsheet with any and all checks that have been determined to have an error and/or omissions. Also, the excel spreadsheet is attached with a listing of any and all checks returned in the mail usually due to an address error and/or omission.

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.

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The authority for compliance with these requirements rest with the Office of the Comptroller, Disbursement Operations Section through the 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: Associate Comptrollers.

DUTIES AND RESPONSIBILITIES

The Accounts Payable Supervisor within the Accounts Payable Section, Comptroller's Office, is responsible for the clearing the problem check list to include checks that were returned in the mail and attaching any and all other supporting documentation used to clear the problem and reprocess the check is required.

The clearance of the problem must be documented, justified and approved by the Chief Disbursement Officer.

The steps required for clearing the problem check list to include checks that were returned in the mail are outlined below.

PROCEDURES FOR PROCESSING A VENDOR'S INVOICE USING CHECK BY PHONE:

1. The Chief Disbursement Officer reviews the PURs and/or batches when submitted to her to validate the documentation is accurate and complete. If there are any errors and/or omissions the documentation is removed from the PUR and returned to the Accounts Payable Supervisor to correct
2. The accounts payable supervisor shall do whatever is necessary to correct the error and/or omission which usually includes the following type errors and/or omissions:
 - a. The documentation is omitted. The accounts payable supervisor obtains the necessary documentation to include in the PUR/batch.
 - b. The signatures are omitted. The accounts payable supervisor obtains the necessary signatures to include in the PUR/batch.
 - c. The check amount does not agree to the documentation amount. The check must be voided and replaced for the correct amount.
 - d. The check has been returned in the mail due to incorrect address.

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3. The accounts payable supervisor shall make the necessary correction and submit a copy of the transmittal outlining the detailed action that was completed to correct the error and/or omission to the Chief Disbursement Officer.
4. The accounts payable supervisor shall make the necessary corrections within 24 hours of receipt of the transmittal which is received daily. The problem check list is complied using the daily transmittals and is submitted to the accounts payable supervisor every Friday.

☐ Approved
☐ Disapproved

Mrs. Gwendolyn A. Bennett
Associate Vice Chancellor for Financial Operations/Comptroller

☐ Approved
☐ Disapproved

Mr. Flandus McClinton, Jr.
Vice Chancellor for Finance and Administration