

# SOUTHERN UNIVERSITY

## COMPTROLLER'S OFFICE

FC-309

### **STEP BY STEP PROCEDURES BANK CHECK BY PHONE**

#### **PURPOSE**

The purpose of this Operating Policy/Procedure (OP) is to establish the procedures and guidelines for the preparation of Bank Check by Phone process in a timely manner. This policy sets forth guidelines to insure that the Bank Check by Phone is processed in compliance with the university, state and federal regulations, policies and procedures.

#### **OVERVIEW**

The Comptrollers Office has the vested responsibility for the financial administration for preparing the Bank Check by Phone for the Southern University Baton Rouge Campus. Accordingly, the staff must keep abreast of constantly changing policies and procedures to ensure compliance with the policies and procedures of the Federal agencies and the University. The accountants in this office function as the financial liaisons between funding agencies, University staff, and other campus administrative offices on financial matters related to the Bank Check by Phone process.

#### **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 General Accounting through the Associate Comptroller for Financial Accounting and Disbursement Operations, Financial Accounting Manager 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: Divisions of General Accounting and Financial Control.

## **DUTIES AND RESPONSIBILITIES**

The Accountant Manager or General Accounting Supervisor within the Comptroller's Office is responsible for ensuring that the Bank Check by Phone is processed in a timely manner. The steps required for processing are outlined below.

Bank check by phone form and detail is transmitted from the Payables Section. Signature of the Associate Comptroller for Financial Accounting and Disbursement Operations is required before processing.

Bank by phone form all items before AC of Financial Accounting and Disbursement Operations should be completed including vendor contact number.

Check payable to Vendor name/ check by phone  
Supporting documentation

Call Vendor identifying purpose of call  
Vendor will request account number; bank routing number; bank account number; payment amount before processing fee

Sign bank check by phone form; place date, time, and confirmation code on form.  
Copy and file form.  
Transmit back to Payables Section.

☐ Approved  
☐ Disapproved

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

☐ Approved  
☐ Disapproved

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