

# SOUTHERN UNIVERSITY

## COMPTROLLER'S OFFICE

FC-307

### **STEP BY STEP PROCEDURES UPDATING EXPIRED CHECKS**

#### **PURPOSE**

The purpose of this Operating Policy/Procedure (OP) is to establish the procedures and guidelines for updating expired checks in a timely manner. This policy sets forth guidelines to insure that the check updating process is 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 updating expired checks 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 updating expired checks.

#### **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 Administrative Coordinator III within the Comptroller's Office is responsible for circulating form and gaining approval to update expired checks in a timely manner. The steps required for processing are outlined below.

Original check is received from payee requesting that check be updated. Get contact number and current address of payee. Determine if check is FRS or HRS. Prepare Updated Check form based on type of check. If FRS check circulate form to: Cash Management Section, Disbursement Divisions(Payables or Collections if student check), Operational Auditing and Accounting sections.

If update approval is granted by all sections, check is stamped and update is honored for an additional 45 days.

If update approval is not granted receive instruction for the voiding of check and refer payee to section which denied updating.

- ☐ 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