

## PROCEDURE

Effective Date: March 8, 2016

Authority: POL-U5341.03

Approved By: Teresa Hart, Director of Financial Services

Distributing Payments to Payees

Cancels: PRO-U5341.04A Distributing Emergency Payroll and Non-Payroll Checks

See Also: TSK-U5341.03A Responding to a Rejected ACH Payment  
 PRO-U5341.03A Distributing Payroll Payments  
 PRO-U5341.03C Distributing Manual Paychecks

### PRO – U5341.03B DISTRIBUTING NON-PAYROLL PAYMENTS

Action by:

Accounting Services

Action:

1. If payee is enrolled in ACH Direct Deposit, **transmits** direct deposit file at least weekly to Payees' financial institution account. **Go to** step #3 below.
2. If a payee is not enrolled in ACH Direct Deposit:
  - a) **Mails** check to payee's CK address indicated on the payment vehicle through US Postal Services,  
-or-
  - b) **Provides** check to Purchasing personnel to hand deliver check to University location per payee request or requested by department funding the payment.
3. If ACH payment rejected by financial institution, **follows** TSK-U5341.03A *Responding to a Rejected ACH Payment*.
4. If check returned, **researches** for updated address and **documents** efforts.
  - a) If finds updated address, **distributes** via mail with updated address.
  - b) If unable to locate updated address, **makes** second attempt to locate updated address no sooner than two months after first attempt and **documents** efforts.
  - c) If unable to located updated address after second attempt, **retains** check in vault.
5. **Submits** unclaimed checks to State no sooner than two years from issue date of payment.