

**UNIVERSITY OF HOUSTON SYSTEM
ADMINISTRATIVE MEMORANDUM**

SECTION: Fiscal Affairs

NUMBER: 03.A.09

AREA: General

SUBJECT: Manual Checks

1. PURPOSE

This administrative memorandum states the policy regarding all checks prepared manually, by the Treasurer's Office.

2. POLICY

2.1. Manual checks written by the Treasurer's Office will be written only after approval of the Accounts Payable Department or the Payroll Department and the Treasurer or their designee. All such non-imprest manual checks must be supported by a State of Texas Purchase Voucher audited by the Accounts Payable Department or by appropriate payroll documents authorized by the Payroll Department. Manual payroll checks will be written only to replace damaged, lost or stale-dated payroll checks, or in emergency situations after net pay has been determined by the payroll system.

2.2. All check stock and facsimile signature plates and/or signature stamps shall be physically safeguarded in a safe, locked drawer, locked file cabinet or similar device when not in immediate use. Access to these secured areas and use of the check stock and facsimile signature plates and/or signature stamps shall be restricted to authorized employees.

2.3. Upon closure of any bank account on which check stock is maintained all remaining check stock shall be properly disposed of by the Treasurer's Office.

3. DEFINITIONS

Check Stock: Blank checks which are held in inventory by Treasury for ultimate issuance to a payee.

4. REVIEW AND RESPONSIBILITY

Responsible Party: Associate Vice Chancellor for Finance

Review: Every Three Years, on or before March 1

5. APPROVAL

Approved: Carl P. Carlucci
Executive Vice Chancellor for Administration and Finance

Renu Khator
Chancellor

Date: June 9, 2009