

**UNIVERSITY OF HOUSTON SYSTEM
ADMINISTRATIVE MEMORANDUM**

SECTION: Fiscal Affairs

NUMBER: 03.D.04

AREA: Payroll

SUBJECT: Check Distribution

1. PURPOSE

The University of Houston System has the responsibility to ensure that employees of the System are compensated, in a timely and accurate manner, for their time and effort. This document describes appropriate procedures for payroll check distribution to carry out this responsibility.

2. PROCEDURE

- 2.1. The Treasurer's Office will assure that earning statements and checks, together with the check distribution log are printed and the sequence verified; and that checks are signed, sorted, and distributed within 24 hours of receipt.
- 2.2. The Treasurer's Office will distribute checks, earning statements and reports to the appropriate component university as follows:
 - a. University of Houston and System Administration: Distributed by System Distribution Office, located at Ezekiel Cullen, Room 10F, to departmental representatives.
 - b. Clear Lake: Delivered to the General Accounting Office.
 - c. Downtown: Prepared for receipt by courier from the component university.
 - d. Victoria: Express mailed to the office of the Vice President for Administration and Finance.
- 2.3. Designated individuals at each location will distribute checks and earning statements to individual employees in accordance with procedures in place at the respective component university.

3. RETURNED CHECKS

- 3.1. Unclaimed payroll checks will be returned, by component university designated individuals, to the Treasurer's Office within 15 days of the date of distribution to the respective component university.
- 3.2. Checks returned to the Treasurer's Office, which have been specified by component university designated individuals as those which should be voided, will be stamped "VOID"; the signature area will be removed; and the check will be forwarded to the payroll division for entry as a void check.
- 3.3. Unclaimed checks, returned to the Treasurer's Office by component university designated individuals, will be filed alphabetically and held until they are 90 days old. If a check remains unclaimed for ninety days, it will be stamped "STALE DATED" and forwarded to General Accounting for processing in accordance with state-dated check procedures.

4. REVIEW AND RESPONSIBILITIES

Responsible Party: Associate Vice Chancellor for Finance

Review: Every three years, on or before May 1

5. APPROVAL

Approved: John M. Rudley
Vice Chancellor for Administration and Finance

Jay Gogue
Chancellor

Date: October 8, 2003

6. INDEXING TERMS

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