

AP Check Pickup Procedures

This procedure covers the full process for picking up checks. This procedure is performed daily.

Policy: None. Applicable to all Treasury staff.

Responsibility: Any individual in the Treasury staff can disseminate checks.

Distribution: All Treasury Staff

Ownership: The Assistant Treasurer and Treasurer is responsible for ensuring this document is necessary, reflects actual practice, and supports district policy.

Treasury Staff

1. **Check Printing Schedule**
 - Accounts Payable (AP) checks are printed every Thursday at noon, provided there are files requiring printing.
 - Emergency check printing may occur upon direction from Accounts Payable.
 - If the "Hold for Pickup" option is selected, employees must confirm that the check is ready before visiting the Treasury Office.
2. **Check Pickup Process**
 - To retrieve a printed check from the Treasury Office, the requester must present their employee ID along with the printed receipt containing check details.
 - If the designated requester is unavailable, they must send an email authorizing a new individual to collect the check. This email will be retained on file.
 - The new individual must provide their employee ID and the confirmation email to complete the pickup.
3. **Check Pickup Documentation**
 - Employees collecting checks must sign the check pickup log to confirm receipt.

End of activity.