

ADMINISTRATIVE PROCEDURE

PROCEDURE FOR PICK-UP OF CHECKS FROM THE TREASURY OPERATIONS OFFICE

4183

Procedure No.

July 1, 2013

Date

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- I. **PURPOSE:** To establish procedures and guidelines for the pick-up of disbursement checks from the Treasury Operations Office.
 - II. **BACKGROUND:** The Treasury Operations Office routinely receives requests for the pick-up of payroll and vendor disbursement checks. The procedures prescribed below standardize the method by which such requests will be honored, effectively immediately.
 - III. **PROCEDURES:**
 - A. **No disbursement checks will be released for pick-up to anyone other than the actual payee** unless the individual(s) picking up the checks have been so designated in writing by the administrative authority prior to the pick-up date and time. Check pick-ups will be held to a minimum based on the particular circumstances affecting each payment. All concerned are requested to plan disbursement requirements to ensure payments can be processed and distributed via standard procedures.
 - B. The identity of the recipient shall be verified via valid photo identification with the recipient's first and last name. Failure to present suitable photo identification (e.g. driver's license or some other form of photo identification that includes signature) will result in denial of release of check(s) to the person(s) in question.
 - C. Principals and Office Managers may designate in writing specific individual(s) among their respective staffs who are authorized to pick-up checks for other individuals assigned to their work location. Such designations may be justified when several staff members receive check payments on a repetitive basis and there is a desire to limit the number of individuals away from the work site for the purpose of check pick-ups. The written designations must be done via memoranda on official letterhead signed by the Principal or Office Manager. They will be addressed to the attention of the Assistant Treasurer and must contain the following information:
 1. The purpose for which the designation is being made (e.g., "for pick-up of payroll payments" or "for pick-up of reimbursement payments," etc.).
 2. The full name(s) of the individual(s) designated, including specimens of their signatures and initials.

ADMINISTRATIVE PROCEDURE

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3. The period for which the designation is valid. If the designation does not specify a period, the designation will be deemed in effect through the end of the fiscal or school year corresponding to the date of the designation document. Account Managers must renew check pick-up designations every fiscal/school year, as appropriate.
- D. As a matter of standard procedure, vendor payments are distributed to the vendors' addresses of record via United States mail or electronically directly deposited into the vendor's account. In the event that circumstances may warrant delivery of vendor checks by pick-up rather than mail, the vendors will be required to coordinate such requests with the Accounts Payable Office and submit to the Assistant Treasurer, in advance of the pick-up, written authorization for the individual designated to pick-up payment(s). The written authorizations must include specimens of the signature and initials of the designated individual(s). Notification via facsimile is acceptable, provided that it is followed-up by submission of the original signed document.
- E. Advanced written authorization will be required from the appropriate principals or supervisors for release of checks to employees of the school system for payments such as conference registrations, airline tickets, hotels or travel agencies, bus companies, or other field trip related payments, etc. Notification may be made in similar form as in Section C above.
- F. The Treasury Operations Office will match the name in the written authorization letter with recipient's name and photo identification. Recipients will sign for the picked-up checks on a log that will reflect the payee, date of pick-up, and name and signature of recipient.
- G. Actual payees may pick-up checks upon prior arrangement to that effect and checks will be released upon verification of appropriate photo identification against the information shown on the checks(s).
- H. Failure to provide written authorization of designation have current designations on file will result in denial of release of checks and those items will be delivered through the United States mail. Designation may not be delivered to the Treasury Operations Office by the individual(s) designated therein.
- I. No staff members of the Payroll and Accounts Payable Offices may be designated or allowed to pick-up checks from the Treasury Operations Office, except those for which they are actual payees. Stale dated or other checks requiring cancellation received in the Treasury Operations Office

ADMINISTRATIVE PROCEDURE

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4183

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will be marked void and signature torn out, and then forwarded by that office to the Payroll or Accounts Payable Offices, as appropriate:

- J. Questions and requests for assistance may be directed to the Treasury Operations Office at 301-952-6070.

- IV. **RELATED PROCEDURES:** None

- V. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** These procedures originate with the Treasury Operations Office and will be reviewed and updated as the need may develop.

- VI. **CANCELLATIONS AND SUPERSEDURES:** This Administrative Procedure cancels and supersedes Administrative Procedure 4183, dated November 15, 2010.

- VII. **EFFECTIVE DATE:** July 1, 2013.

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