

AREA OF RESPONSIBILITY: DIVISION OF BUSINESS AFFAIRS  
RESPONSIBLE CONTACT: VICE PRESIDENT FOR BUSINESS AFFAIRS  
POLICY IDENTIFICATION: MANUAL CHECKS  
Revised Date: 02/06/09  
LAST REVISED: 05/2022

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It is the policy of the University to limit the use of manual checks in lieu of system checks for cash disbursements. Manual checks shall be processed only in emergency cases requiring immediate cash disbursements. Such occurrences shall be kept to a minimum and shall be closely monitored by the DIVISION OF BUSINESS AFFAIRS.