

**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 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: Jim McShan
Interim Vice Chancellor for Administration and Finance

Renu Khator
Chancellor

Date: September 25, 2015

REVISION LOG

Revision Number	Approval Date	Description of Changes
1	01/12/1991	Initial version (Original title: Manual Check Process From Imprest Accounts)
2	12/10/1993	Removed exception for UH – Victoria from Section 2.1. Removed Section 2.3 on travel advance requests
3	05/12/1994	Added Section 2.5 on vouchers for reimbursement
4	03/28/1996	Rewrote and reformatted procedure, renamed “Manual Checks.” New Section 2 documentation references Imprest Accounts and the Treasurer’s Office. Section 3, detailing manual check processes from Imprest accounts, retained information from original Section 2
5	01/13/1998	Added Section 2, Definitions, and the definition for Check Stock. Added Section 3.3 on the procedures for check stock and facsimile signature plates/stamps. Added Section 3.4, on bank account closure and return of check stock to Treasurer’s Office for proper disposal. Section 4, detailing manual check processes from Imprest accounts, retained information from original Section 3
6	10/16/2007	Applied revised SAM template. In Section 4.2, “State of Texas Purchase Voucher” has been replaced with “purchase voucher” to more accurately reflect current System policy. Changed responsible party to AVC for Finance. Changed review cycle from annually on or before May 1 st to every three years on or before May 1 st . Added EVC for Administration and Finance to approval cycle. Added two terms to Section 7, Indexing terms

Revision Number	Approval Date	Description of Changes
7	06/09/2009	Removed all documentation outlining the operation of Imprest accounts, as the System no longer maintains them. Section 3.1 and all of Section 4 were removed. Changed review period from every three years on or before May 1 st to every three years on or before March 1 st . Removed Section 7, Indexing terms
8	04/10/2012	Applied revised SAM template and added new Revision Log. No additional changes were needed by determination of the Subject Matter Expert
9	09/25/2015	Removed “non-Imprest” from Section 2.1. No additional changes were needed by determination of the Subject Matter Expert