

**UNIVERSITY OF HOUSTON SYSTEM  
ADMINISTRATIVE MEMORANDUM**

**SECTION: Fiscal Affairs**

**NUMBER: 03.D.04**

**AREA: Payroll**

**SUBJECT: Check Distribution**

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**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. Therefore, in accordance with [SAM 03.D.07 – Direct Deposit of Salaries](#), this document describes appropriate procedures for payroll check distribution on a new employee's first and possibly second payday.

**2. PROCEDURE**

- 2.1. The Treasurer's Office will assure that checks, together with the check distribution log are printed and the sequence verified; and that checks are signed, sorted, and available for pickup on payday.
- 2.2. The Treasurer's Office will distribute checks and reports to the appropriate component university as follows:
  - 2.2.1. Cinco Ranch: UPS to 4242 S. Mason Rd, Katy, TX 77450.
  - 2.2.2. Clear Lake: Delivered to the General Accounting Office box 105.
  - 2.2.3. Downtown: Prepared for receipt by courier from the component university.
  - 2.2.4. Main Campus: Individual employees at the main campus are required to pick up their checks from the E. Cullen room 10 distribution office. Checks will be distributed to the employee upon presentation of proper ID.
  - 2.2.5. Sugarland: UPS to 14000 University Blvd, Ste 118, Sugarland, TX 77479.
  - 2.2.6. Victoria: Express mailed to the Office of the Vice President for Administration and Finance, 3007 North Ben Wilson, Victoria, TX 77901-4450.

2.3. Each component university will establish procedures for distribution of checks to employees of that component.

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's 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 System Payroll Department for entry as a void check.

3.3. Unclaimed checks, returned to the Treasurer's Office by component university's 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 System Payroll for processing in accordance with stale-dated check procedures.

4. REVIEW AND RESPONSIBILITIES

Responsible Party: Associate Vice Chancellor for Finance

Review: Every three years on or before June 1

5. APPROVAL

Approved: Carl P. Carlucci  
Executive Vice Chancellor for Administration and Finance

Renu Khator  
Chancellor

Date: December 3, 2010