

# OAKLAND UNIVERSITY

## ADMINISTRATIVE POLICIES AND PROCEDURES

### 275 SPECIAL CHECKS

**SUBJECT:** SPECIAL CHECKS

**NUMBER:** 275

**AUTHORIZING BODY:** VICE PRESIDENT FOR FINANCE AND  
ADMINISTRATION

**RESPONSIBLE OFFICE:** ACCOUNTS PAYABLE

**DATE ISSUED:** APRIL 1970

**LAST UPDATE:** JANUARY 2017

**RATIONALE:** The University produces checks on a regular schedule as payment to vendors and for student refunds. In certain emergency or unusual circumstances, it may be necessary to request a check from the Accounts Payable Department outside of the normal process.

**POLICY:** The University uses Special Checks for emergency payment when there is insufficient time for processing payment through regular procedures. Departments may request a Special Check only on an emergency basis. Departments are responsible for preparing and submitting vouchers on a timely basis, so that payment can be made through regular voucher processing procedures by the invoice due date.

**SCOPE AND APPLICABILITY:** This policy applies to all Oakland University Employee groups.

#### DEFINITIONS:

**Special Check:** A "Special Check" is a check issued on an emergency basis and processed outside of the normal, regularly scheduled check run.

## PROCEDURES:

### Requesting a Special Check

To have a Special Check prepared, the Department must:

1. Complete a Payment Voucher (PV) or Small Order Purchase (SOP).
2. Prepare a memorandum justifying the need for a Special Check. This memorandum must include the following:
  - a. Date the Special Check is needed;
  - b. Date of the next 'computer-produced' check run (either the Accounting Office or Accounts Payable can provide this date);
  - c. Explanation of why a Special Check is needed before the next 'computer-produced' check run date;
  - d. Authorization by Department Manager.
3. Present the completed voucher and the memorandum to the Associate Controller. The Associate Controller will review the request for a Special Check and if appropriate will approve a Special Check.
4. If the voucher is approved, it will be submitted to Accounts Payable for auditing and processing.

## RELATED POLICIES AND FORMS:

## APPENDIX: