



LAMAR UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Financial Services
AREA: General

Check Printing and Disbursement
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MAPP 05.01.02

I. POLICY

- A. Lamar University's (LU) preferred method of payment is through electronic means such as ACH/direct deposit, wire transfer, and credit card. The University may print and disburse paper checks in situations where electronic payment methods cannot be utilized or in certain circumstances in which an employee has opted for paper checks (e.g., payroll).
- B. The Office of Financial Services is responsible for printing and disbursing LU checks.

II. PURPOSE AND SCOPE

- A. This policy falls under the authority of the Texas State University System (TSUS) Rules and Regulations, Chapters III.6 and III.8, and applicable laws, statutes, and regulations of the State of Texas.

III. PROCEDURES

A. Payroll

1. Payroll checks are mailed on the payroll date.
2. It may be possible to cancel LU checks that have already been issued through a stop payment, positive pay exception, or similar process. Canceling checks already issued by the University is not guaranteed but may be attempted on a "best effort" basis if the check has not cleared LU's bank.
3. New employees typically receive their first payment by paper check if new employee enrollment and paperwork have not been completed in advance of the employee's first pay period. Checks are mailed to the employee address on file.
4. The Office of Financial Services may disburse special/manual checks in certain circumstances, when deemed necessary by the University. In the case of LU employees, checks are mailed to the employee address on file.
5. Checks payable to the estate of a deceased employee are delivered in a manner consistent with guidance provided by Human Resources.

B. Payment Services

1. All other checks (i.e., non-payroll checks) are mailed on the same day the check is printed. If the postal deadline for the day has passed, the check may be mailed on the next business day.
2. It may be possible to cancel LU checks that have already been issued through a stop payment, positive pay exception, or similar process. Canceling checks already issued by the University is not guaranteed but may be attempted on a "best effort" basis if the check has not cleared LU's bank.
3. The Office of Financial Services may disburse special/manual checks in certain circumstances, when deemed necessary by the University. In the case of LU employees, checks are mailed to the employee address on file.
4. Checks payable to the estate of a deceased employee are delivered in a manner consistent with guidance provided by Human Resources.

C. The Associate Vice President of Financial Services or the Vice President for Finance and Operations must approve exceptions to this policy.

IV. REVIEW AND RESPONSIBILITY

Responsible Party: Vice President for Finance and Operations

Review Schedule: Every three years on or before September 1

V. APPROVAL

Jeremy C. Alltop	07/28/2021
Vice President for Finance and Operations	Date

Dr. Jaime R. Taylor	07/29/2021
President	Date

REVISION LOG

Revision Number	Date	Description of Changes
1	05/26/2021	Version created.
	07/29/2021	Version approved by President.