

# ADMINISTRATIVE POLICIES AND PROCEDURES

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**SUBJECT:** SPECIAL CHECKS

**NUMBER:** 275

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

**RESPONSIBLE OFFICE:** ACCOUNTS PAYABLE

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**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 [Attachment 208.1 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 Accounting Manager. The Accounting Manager will review the request for a Special Check and if appropriate will approve a Special Check.
4. If the Accounting Manager approves the voucher, then the requesting Department should take the voucher and memorandum to Accounts Payable for auditing.

**RELATED POLICIES AND FORMS:**

[Attachment 208.1 Payment Voucher](#)

**APPENDIX:**



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