



Oakland University

Administrative Policies and Procedures

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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