



## Policy Directory

Responsible Division: Finance and Administrative Services  
Responsible Office: Financial Services/Accounts Payable  
Issue/Revision Date: 12/01/2017

## **Check Processing and Issuance**

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### Policy:

Accounts Payable clerks input invoices into the Banner Accounts Payable System daily. Accounts Payable cannot and will not generate a check to a vendor without an invoice.

Accounts Payable runs direct deposits and checks on a weekly basis for vendors and employees. On Mondays and Wednesdays, direct deposits are run. On Tuesday and Thursdays, checks are run.

All checks are mailed to vendors. Vendors are not allowed to pick up checks. Reimbursement to an employee is generally processed as direct deposits. However, if an employee does not have a checking or savings account, checks will be mailed.