

## ASI/USU Pick Up and Securing of Checks Policy

### PURPOSE

This policy is, and will be in effect to outline the procedure for picking up and securing checks from Business and Financial Services.

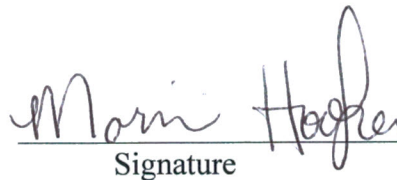
### POLICY

It is the policy of the Associated Students, Inc. and the University Student Union to ensure the handling of all checks is done in a secure and appropriate manner. Only those employees authorized chosen by the Executive Director have the authority to pick-up and distribute checks.

This policy was voted on and approved by the:  
ASI Board of Directors on February 17, 2015  
USU Board of Directors on March 5, 2015

The following signatures by the ASI Vice President and USU Vice-Chair verify the approval of the ASI and USU Board of Directors:

MARVIN HOOKER  
ASI Vice President

  
Signature

3/26/15  
Date

Adam Parikh  
USU Vice-Chair

  
Signature

3/26/15  
Date

*\* This policy may be amended by a two-thirds vote of the ASI Board of Directors.*

## **PROCEDURE**

- 1.0 Securing checks from Auxiliary Business Services (ABS) for both ASI and USU:
  - 1.1 The ASI Administrative Support Assistant, USU Administrative Support Coordinator, ASI Administrative Support Coordinator, and the ASI/USU Executive Director have the authority to pick up any ASI and/or USU checks from ABS.
    - 1.1.1 In addition, ASI Clerical Assistant will also be authorized to pick up checks as part of their assigned duties during their regularly scheduled work hours.
    - 1.1.2 The ASI/USU Executive Director will submit a memo to ABS at the beginning of each semester with a list of the names of the ASI Clerical Assistants authorized to pick up checks. The memo will expire at the end of each semester.
  - 1.2 Within ASI and USU all checks must be stored in a secure location.
  - 1.3 A copy of each check (including stub) must be made and put into the holding file with the check.
  - 1.4 Only full-time staff members or ASI Clerical Assistants will distribute checks.
  - 1.5 When the check is dispersed, the recipient must sign and date the copy of the check indicating that the check was received. The copy of the check will be scanned into the originating document.
  - 1.6 If a check is payable to a performer or entertainer the following must be completed:
    - 1.6.1 When the employee gives the performer or entertainer the check, each must sign the copy of the check, indicating that the check was received. The signed copy will then be returned to the office where that copy will be scanned into the originating Direct Payment Form.