

<b>Procedure/Process Title:</b>	<b>How to Handle Checks Received in your Department</b>		
<b>Summary:</b>	University of Washington departments may receive cash (which includes checks) for several reasons. This page will guide the UW Department how to handle certain incoming funds.		
<b>Updated:</b>	7/21/08		
<b>Department:</b>	Student Fiscal Services		
<b>Contact:</b>	<a href="http://f2.washington.edu/fm/sfs/contact">http://f2.washington.edu/fm/sfs/contact</a>	<b>Telephone:</b>	206-543-4694

University of Washington departments may receive cash (which includes checks) for several reasons. This page will guide the UW Department how to handle the following incoming funds:

- [Checks from UW Staff or Students](#)
- [Gifts](#)
- [Grant Funds](#)
- [Jury Duty Checks](#)
- [Payments to UW Invoice](#)
- [Rebate or Refund check from a vendor](#)
- [University of Washington check](#)
- [Work study Reimbursements](#)

### Post-dated and Stale-dated Checks

It is university policy not to accept any posted dated checks- checks that are dated with a future dated. Any checks that have a date of 6 months old or older, will need to be reissued by the maker as they are considered stale dated and not accepted by banks.

Check Type:	Examples:	Department Process:
<b>From UW Staff or Student</b>	Key deposit from students or staff  Bike lockers from students or staff	<p>Direct Depositor:</p> <p>If your department has been approved for direct deposit to a single, approved, revenue receiving budget:</p> <ul style="list-style-type: none"> <li>• Prepare the deposit slip</li> <li>• Take the funds to your bank for deposit <ul style="list-style-type: none"> <li>○ Deposits can also be delivered to SFS in a sealed Bank of America poly bag.</li> <li>○ US Bank deposits can be made at the US Bank branch in the HUB.</li> </ul> </li> <li>• No other action needed unless you need to move funds between budgets (by JV)</li> </ul> <p>Cash (including checks) are not to be sent by Campus Mail.</p> <p>Non-Direct Depositors:</p> <ul style="list-style-type: none"> <li>• Prepare the <a href="#">cash transmittal form</a></li> <li>• Deliver in person to Student Fiscal Services</li> </ul>
	Overpayment to UW employee	<ul style="list-style-type: none"> <li>• Payroll Coordinator learns that overpayment has occurred and identifies when and how much it is for</li> </ul>

		<p>See Payroll guide for more information</p> <p><a href="#">Payroll - Overpayment</a></p>
	Reimburse UW for excess Travel per diem advance received	<ul style="list-style-type: none"> <li>• Complete TEV (complete box 30)</li> <li>• Send check payable to UW with the TEV to the Travel Office</li> </ul> <p><a href="#">Travel - Repayment over excess per diem</a></p>
	Reimburse UW for excess Field Advance received	<ul style="list-style-type: none"> <li>• Complete Field Advance reconciliation</li> </ul> <p>"Balance due" is the amount of advance that not used and is due to the UW (positive amount)</p> <ul style="list-style-type: none"> <li>• Check must be payable to UW in U.S dollars <i>only</i></li> <li>• Send check and all supporting document to Bank and Accounting Operations</li> </ul> <p>Banking &amp; Accounting Operations Box 351120</p> <p><a href="#">Field Advance</a></p>
<b>Gifts</b>	Gift or discretionary donations	<ul style="list-style-type: none"> <li>• Send all checks to the Gift Processing Office, Box 358240</li> </ul> <p><a href="#">Gift Transmittal information</a></p>
<b>Grant Funds</b>	Program Income	<ul style="list-style-type: none"> <li>• Send the check with the program income budget number to GCA, Box 351122</li> <li>• Include any additional documents received with the check</li> </ul> <p><a href="#">GCA - Grant Funds</a></p>
	New Awards or Supplemental Payment for existing award that require Notice Establish Account (NEA)	<ul style="list-style-type: none"> <li>• Complete GC1 (Application for Grant)</li> <li>• Send the check and additional supporting documents to Office of Sponsor Programs,</li> <li>• Box 354945 1100 NE 45<sup>th</sup> St, #300 Seattle, WA 98105</li> </ul> <p><a href="#">Office of Sponsored Programs</a></p>
	Invoices prepared and submitted by GCA	<ul style="list-style-type: none"> <li>• Send check with budget number information to GCA, Box 351122</li> <li>• Include any additional documents received with the check</li> </ul> <p><a href="#">GCA - Grant Funds</a></p>
<b>Jury Duty</b>	Classified non-union	Employee can keep the funds
	Professional staff	<a href="#">Jury Duty payments</a> * Also explains what to do if additional travel expenses are incurred by the employee that they would not have otherwise while reporting to their official work station.
	Classified union	Employee check:

		<ul style="list-style-type: none"> <li>• Endorse the check payable to University of Washington</li> <li>• Payroll coordinator will send the check to the Payroll Office, Box 355655</li> </ul>
<b>Payments to UW Invoice</b>	Billed by UW Invoice Receivables for service / material sold by the University	<ul style="list-style-type: none"> <li>• Send copy of invoice with check(s) to Student Fiscal Services, Box 355872</li> </ul>
	Cash (including checks) received for sale of goods and/ or services provided	<p>Direct Depositor:</p> <p>If your department has been approved for direct deposit to a single, approved, revenue receiving budget:</p> <ul style="list-style-type: none"> <li>• Prepare the deposit slip</li> <li>• Take the funds to your bank for deposit <ul style="list-style-type: none"> <li>○ Deposits may also be delivered to SFS, 129 Schmitz in a sealed Bank of America poly bag.</li> <li>○ US Bank deposits can be made at the US Bank branch in the HUB.</li> </ul> </li> <li>• No other action needed unless you need to move funds between budgets (by JV)</li> </ul> <p>Cash (including checks) are not to be sent by Campus Mail.</p> <p>Non-Direct Depositors:</p> <ul style="list-style-type: none"> <li>• Prepare the <a href="#">cash transmittal form</a></li> <li>• Deliver in person to Student Fiscal Services, 129 Schmitz</li> </ul>
<b>Rebate or Refund Check from vendor</b>	for Procard transactions	<ul style="list-style-type: none"> <li>• Fill the reverse expenditure form</li> <li>• Print original transaction detail</li> <li>• Send check and any additional documents received to Financial Services, Box 351120</li> </ul> <p><a href="#">Request for Reverse Expenditure form</a></p> <p><a href="#">Rebates and Refunds from vendors</a></p>
	for eProcurement transactions	
	for Purchase Order (PO) related transactions paid by the Accounts Payable Office	
	for Purchase Order (PO) related transactions paid by the Travel Office	
<b>University of Washington check</b>	Checks returned by the Post Office	<ul style="list-style-type: none"> <li>• Send the check with the original envelope and any supporting documents to Accounts Payable, Box 351130</li> </ul>
	Checks returned by the payee for incorrect amount	

<b>Work Study</b>	Reimbursements for WA state	<ul style="list-style-type: none"><li>• Fill in the reverse expenditure form</li><li>• Get a copy of the BAR to show the actual deposit</li><li>• Send check and documentation to GCA, Box 351122</li></ul>
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*\* Please see the [Cash Handling web page](#) for more information and guidance concerning internal control over the handling of cash and checks received within UW Departments.*