

CONTROLLER'S OFFICE
100 Venture Way, Suite 201
Hadley, MA 01035
ph: 413.545.4710

Check (Non Payroll) Distribution

Background

The standard procedure for distributing non payroll checks written by the Office of the Controller is to mail all checks. Occasionally, there may be a need to request special handling of a particular check, i.e., a department may request a check to be picked up before it is mailed to the vendor. Checks requiring special handling, will follow the procedure listed below.

Procedure

The department or individual requesting a special handling check should make an obvious notation on the Check Request document/Invoice indicating special handling of the check is requested. This notation should also include the name to whom the check should be released.

Checks requiring special handling will be available for pick up after 11:00 am on Wednesday and Friday mornings (NOTE: Paycycles are every Tuesday Morning and Thursday Mornings at 9:00 am) You will need to check the system or run a query to see if your check has been issued. Please do not contact the Bursars office to see if your Check is ready. Checks will be picked up at the cashier's window at the Bursar's Office 2nd floor Whitmore.

- Checks made payable to individuals should be released only to either the individual(s) listed with the special handling request or the person whose name is on the check (payee). The Check should never be picked up by the person that has authorize the payment.
- Checks made payable to a company or organization, only the individual(s) listed with the special handling request will be allowed to pick up the check. The Check should never be picked up by the person that has authorize the payment.
- Checks will be held in the Bursars Office for thirty (30) days. After that they Checks will be sent back to the Controller's Office and be held for pick up there.
- Individuals picking up checks will need to produce a valid picture ID and will be required to sign for receipt of the check before the check will be released.