

Check Distribution Procedure Changes

Old Check Distribution Processes (prior to 4/10/18)	New Check Distribution Alternatives (effective 4/10/18)
Checks sent via Campus Mail to payee's campus address	Accounts Payable staff mails check via US mail to payee's campus address Or Check picked up by payee in Accounts Payable office, 21 N. Park St. Ste 5301
Checks sent via campus mail to a centralized department or division address, or are labelled 'care of' or 'attention' Or Checks picked up by couriers	Accounts Payable staff mails check via US mail to payees campus address or non-campus address Or Check picked up by payee in Accounts Payable office, 21 N. Park St. Ste 5301 Or Checks picked up by a full time UW employee (not a courier) who has completed a check custody agreement (More instructions below)
Checks that need to be mailed with other documents, currently picked up by courier or department representative	Provide up to a 70 character payment message to Accounts Payable with invoice or payment request. This message appears on the check remittance stub to explain the payment. Accounts Payable staff mails check via US mail Or Submit attachment to be sent with the check to Accounts Payable office with invoice or payment request. Accounts Payable staff mails check and attachment via US mail Or Checks are picked up by a full time UW employee (not a courier) who has completed a check custody agreement (More instructions below)
Non-employee e-reimbursement checks mailed to a campus address	Set up non-employee profile with the payee's home address. Accounts Payable staff mails check via US mail
Checks to be distributed to students as a scholarship, prize or award.	Present the student with a certificate Payments can be processed through the Bursar's Scholarship upload, HRS lump sum employee payment, or Accounts Payable, based on published criteria on payments to students. Payments processed through Accounts Payable can be mailed to the student's home address via US Mail or picked up by payee in Accounts Payable office, 21 N. Park St. Ste 5301