



## Policy Directory

Responsible Division: Institutional Advancement  
Responsible Office: ASU Foundation  
Issue/Revision Date: 12/01/2017

## **Check Writing & Disbursement**

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Policy:

**Summary/Purpose:** To designate the Alcorn State University Foundation, Inc. policy and procedures for check writing and disbursement.

### **Check-Writing and Disbursement Policy & Procedures**

1. After the signatures have been obtained on the purchase order, the accountant or appropriate individual in the Alcorn State University Foundation may prepare the check for signatures.
2. **The authorized signatures on the accounts are: Chairman of the Board, Treasurer and the Executive Director of the Foundation. Only two signatures are required. The Executive Director's signature is required on all checks except those issued payable to himself/herself. No Foundation officer, director, employee or staff person may act as a signatory to a check drawn on Foundation accounts made payable to himself or herself.**
3. The check stub should include the date to whom the check is payable to, the account and account number, purchase order number, amount, and purpose. The memo should include the purchase order number.
4. After the signatures have been obtained, a copy of the check is made and attached to the purchase order. Make a copy of the invoice or the first page of the purchase order.
5. Type the vendor/individual's mailing address on the envelope. Enclose the check and a copy of the invoice or purchase order in the envelope.

Mail the check to the vendor or individual or send to the appropriate department for disbursement to the vendor. A campus employee may pick up his or her check. If an employee requires someone else to pick up his check, he must contact the Foundation in advance. The individual that has been designated to receive the check for the recipient must sign the Check Received form which is located in the Foundation office before he or she is given the check to deliver to the recipient.