

AP Check Pickup Procedures

This procedure covers the full process for picking up checks. This procedure is performed daily.

Policy: None. Applicable to all Treasury staff.

Responsibility: Any individual in the Treasury staff can disseminate checks.

Distribution: All Treasury Staff

Ownership: The Assistant Treasurer and Treasurer is responsible for ensuring this document is necessary, reflects actual practice, and supports district policy.

Treasury Staff

1. AP Check printing is performed on Thursdays at noon, assuming there are files that need to be printed, and special emergency situations as directed by Accounts Payable. If the "Hold for Pickup" option is selected, please verify the