



University of Alaska
Statewide Accounting Manual

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Date: 1/13/06
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Title: Disposition of Check Copies

General:

The University of Alaska uses a single part check form for computer generated vendor checks and handpay vendor checks, and a multi-part form for handpay payroll checks. The disposition of those copies is as follows:

1. Computer generated vendor checks:
 - Original to vendor.
 - Copy of computer generated check information with supporting documents in A/P vendor file, or travel or financial aid file.

2. Handpay vendor checks:
 - Original to vendor
 - Copy of computer generated check information with supporting documents in A/P vendor file, or travel or financial aid file.
 - Any voided/spoiled originals must be sent to SW Cash Management.

3. Handpay payroll checks:
 - Original to employee
 - Copy with supporting documentation in employee file.
 - Any voided/spoiled originals must be sent to SW Cash Management.