



Accounting and Administrative Manual

Section 100: Accounting and Finance

Issuance of Handpay Checks

No.: C-09

Date: 01/13/06

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General:

The use of hand-prepared (handpay) checks is discouraged. Handpay checks should only be issued for unusual circumstances with time constraints.

Campus Business Manager

1. Establishes the office procedure using this procedure as a guide. Features of the procedure must ensure:
 - the custodian never has access to the signature plates,
 - the check signer never has access to the blank checks, and
 - the usage is monitored to ensure there are no missing checks

Business/Accounting Office

- Preparer

2. Determines that hand-prepared check is required.
 - a. Hand-prepared checks are to be issued only in unusual circumstances that cannot be prepared timely by the computer.
 - b. Handpay checks are not to be used to avoid the budget checking process inherent in the accounts payable system.
3. Receives approval from the campus business manager or his/her delegate for hand-prepared checks prior to check preparation.
4. Preparer gives the request for the handpay checks and the supporting documentation to the check custodian.

Check Custodian

5. Forwards supporting documentation and check stock to typist.



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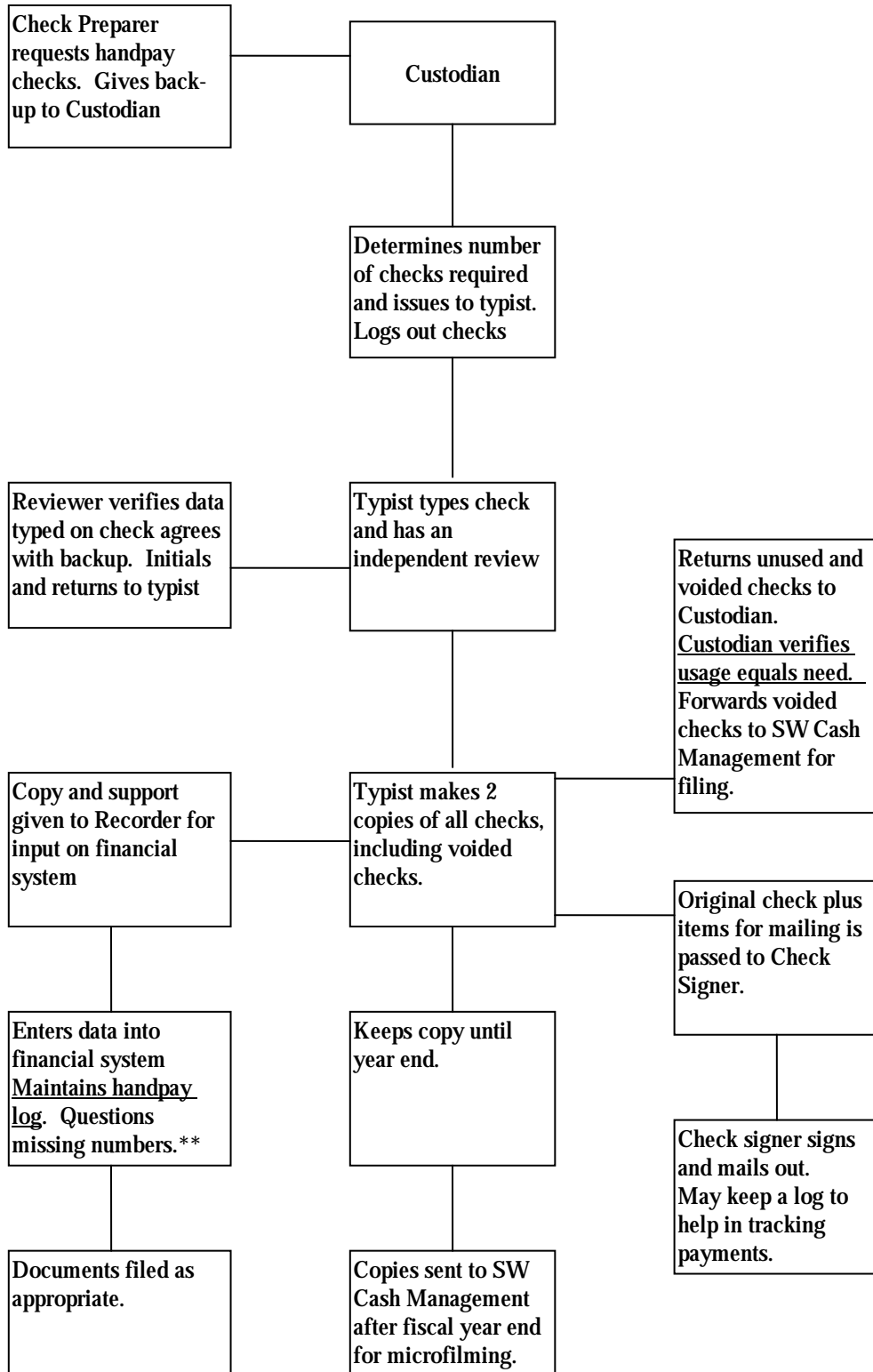
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|-------------------|---|
| Typist | <ol style="list-style-type: none">6. Types check(s) and has the typed check reviewed for accuracy. Reviewer initials. Unusable checks are marked “VOID” through the dollar amount block and through the signature line.7. Makes two copies of the completed and void checks. Returns unused and voided checks to the custodian.8. Original check and mailing items are given to the Check Signer.9. Retains a copy of the typed and voided checks until year end and then sends to Statewide (SW) Cash Management for microfilming.10. Gives the support and a copy of the check to Accounts Payable, Travel, or Payroll for recording in the system. |
| Data Entry Person | <ol style="list-style-type: none">11. Enters handpays. Maintains a handpay log and questions missing numbers. Files check copies and support as appropriate. |

Handpay Checks



** Important control feature