



## Accounting and Administrative Manual

### Section 100: Accounting and Finance

#### Disposition of Check Copies

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#### 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 Accounts Payable (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 Statewide (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.