

CHECK DISTRIBUTION

The Accounts Payable Office distributes Payroll, Off-Campus Housing, Management Training Awards and Supplier checks for the University.

WHO CAN PICK UP A CHECK

There are certain situations whereby Accounts Payable is authorized to distribute checks to a person other than the named payee on the check. Please refer to the following situations.

- Payments to performers (for example: bands, entertainers, honorariums, lecturers, etc.) where the check must be presented on the day of the performance may be released to a department representative.
- Payments of an award in which the check is presented to the recipient as an integral part of the award ceremony may be released to a department representative.
- Payments to sporting officials and guarantees to an athletic team may be released to an Intercollegiate Athletics representative.
- Payments requested by an authorized representative of Legal Counsel and/or Self Insurance Program for grievance settlements, lawsuit settlements, filing fees, payment to witnesses, etc. may be released to only those two departments.
- Payments made payable to the U.S. Postmaster may be released to Campus Mail Service.
- Payments made payable to a local bank covering transfer of funds and certain payments for the Internal Revenue Service may be released to an Accounting Services Office representative.
- Payments made payable to the State Treasurer for income fund transmittals may be released to a Chancellor's Office representative.
- Payments for Wage Garnishments of Tax Levies and to the Bank of Carbondale-Federal Taxes Withheld and Illinois Department of Revenue may be released to a Payroll Office representative.
- BRS refund checks may be released to the Bursar's Office.
- Agency account checks may be released to the Alumni.
- Payments may be released to a Supplier with picture identification along with a Memo on letterhead from the business, or a business card showing picture identification. Proof must be provided that the person picking up the check actually works for the Supplier listed.

- Payment for a Supplier may be released to a department representative in the event that a product or service must be paid upon delivery.
- Only upon an emergency situation, an employee payroll check may be released to someone other than an employee if a written request is provided giving the written signature and Social Security Number of the employee and the person picking up the check. The employee's signature will be checked against payroll records. The person picking up the check must provide picture identification.

STUDENT PAYROLL

- For the current Payroll schedule, please visit the [Payroll Department](#)'s web page.
- Students may pick up their payroll check at the Student Center, First Floor, South End-Hall of Fame Area every other Friday between the hours of 9:30 a.m. - 2:30 p.m. upon the presentation of picture identification.
- If a student is unable to receive their check during the time specified above, they may pick up their check at the Accounts Payable Office located in Miles Hall (Room 105) during normal business hours upon the presentation of picture identification.
- Students are strongly encouraged at any time to sign up for Electronic Direct Deposit (EDD) which would result in their pay being automatically transmitted to the financial institution of the student's choice every pay date. This would eliminate the necessity of physically picking up their paycheck. To sign up for this service, please refer to the [Payroll Department](#)'s web page.
- For students not returning due to graduation, permanent separation or just leaving for the summer, Accounts Payable will accept a SASE (Self Addressed Stamped Envelope) for a student's check to be mailed. The pay date and the student's Social Security Number must be written on the inside flap of the envelope. For any other break, Accounts Payable will only accept a SASE for students leaving for good, not just for a few weeks.

If you have any questions, please contact Lynn Stocks at 453-1308 or lstocks@siu.edu.