

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Release of Checks	<u>Number</u> 520
Related Policy:	Depository Transactions – 6Hx20-5.005	<u>Page</u> Page 1 of 1

**I. Purpose**

To describe the procedure for the release of checks (payroll, student financial aid, veterans benefits, etc.).

**II. Procedure**

- A. To pick up their first payroll check at the Cashier's Office, new hires must present their College ID or another picture ID and their employee ID number.
- B. Circumstances may require that new hires designate another individual to pick up their first payroll check. In this instance, the designated individual hand carries a note from the new hires to the Cashier's Office. The signed note must include the request to release the new hires' check and must be accompanied by the new hires' College ID or another picture ID and their employee ID number.
- C. Adjunct employees who are new hires may request that checks be mailed by sending a fax, email, or letter to the Cashier's Office, if their schedule prevents them from picking up their first check during business hours. They must provide a copy of their employee ID or another picture ID and their employee ID number.
- D. Student financial aid and veterans benefits checks are released according to federal, state, and local guidelines.

Responsible Official:	Bursar, Cashier's Office
President's Signature:	Date: 02/21/2017
	