

PENSACOLA STATE COLLEGE
MANUAL OF PROCEDURES

Procedure Title:	Release of Checks and Direct Deposit	<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, veteran's benefits, etc.) and direct deposit of funds.

II. Procedure

All College payroll and expense reimbursement checks are to be paid via direct deposit to the employee's bank account of choice. New hire payroll checks and those employee checks that are produced upon the transition of banking arrangements are mailed to the address of record on the date of payroll.

- D. Student financial aid and veteran's benefits payments are released according to federal, state, and local guidelines. These payments are disbursed using Bankmobile, wherein recipients can request payment to their preferred method of payment.

Responsible Official:	VP, Business Affairs
President's Signature:	Date: 10/14/2025
	