

	Title:	<b>Check Policy</b>
	Purpose:	To provide guidelines for the prompt deposit of cash and checks
	Last Updated:	5/17/17

**CHECK POLICY**

It is the policy of Florida Atlantic University that all incoming checks ***must be delivered to the Cashier's Office within three business days of receipt.*** Accompanying the check(s) should be the Tag and Revenue Category or detail code to be credited. If the account information is not known, deliver the check(s) to the Cashier's Office and follow up with the posting information as soon as possible. Failure to follow this policy could lead to insufficient funds, stale dated checks that cannot be cashed, and loss of investment income to the university.

- Anyone currently possessing a check payable to Florida Atlantic University must deliver it to the Cashier's Office for immediate deposit to the University bank account.
- Do not forward cash/checks to any department other than the Cashier's Office.
- Do not send cash through the University mail.
- Do not hold on to checks while waiting for posting information.
- Contact the University Police for an escort if you are uncomfortable delivering cash/checks to the Cashier's Office.