



Eastern Oregon University – Business Services Late Check Request Policy

.100 Policy Statement

This policy sets forth the conditions under which a check request is considered late, as well as the process that is to be followed when requesting payment after the weekly Accounts Payable deadline.

.110 Policy Rationale

The Eastern Oregon University Accounts Payable office strives to provide excellent customer service, while simultaneously adhering to business practices that prove most cost effective for the University. As a cost savings measure, the late check request policy and process is necessary to deter the number and frequency of last-minute and/or online checks.

.120 Definitions

None

.130 Timeline for Payment/Check Requests

The Accounts Payable staff runs checks (this includes Direct Deposit/ACH) each Wednesday. In order to ensure the timeliness and accuracy of this process, all requests for payment must be received in the Accounts Payable office by 5 p.m. on Mondays. The requests must be accompanied by the appropriate forms and required signatures, or the request will be returned to the initiator.

Any payment request, needing processed and paid that week, that arrives after the weekly deadline will need to be accompanied by the Late Check Request Form with all information and signatures included. The payment will be processed as time allows.

.140 Late Check Request Fee

When a check request is after the weekly deadline, a \$100 fee will be assessed, as indicated on the Late Check Request Form. The fee will be assessed to the budget of the Dean or Vice President of the requesting department.

.150 Special Considerations

Emergency and special situations can be reviewed on a case-by-case basis by the Accounts Payable Supervisor when requested by the initiator. The Accounts Payable Supervisor will review the details of the late check request and make a decision about whether the circumstances were inevitable or unavoidable. If the Accounts Payable Supervisor deems that the late check request was unavoidable, the \$100 late fee will be waived. The payment will be processed as time allows.

.140 Types of Payments

The types of payments subject to this policy are as follows:

- Personal Reimbursements (faculty, staff & students)
- Vendor Payments
- Personal Services Agreement Payments (PSAs)
- Travel Reimbursements
- Travel Advances

.150 Process for Late Check Request

In order to request a late check, a Late Check Request Form must be completed and all necessary signatures obtained. The form can be accessed at http://www.eou.edu/busserv/accounting_services.html. The Late Check Request Form needs to be submitted to Accounts Payable with all necessary payment documentation attached.

.160 Approval History

Approved by the Eastern Oregon University Executive Cabinet on 12/10/2007.
Adopted into practice 03/10/2008.