

 UNIVERSITY OF MISSOURI-KANSAS CITY	<b>Chapter - Accounting and Financial Management</b>  <b>Effective Date -1-1-2007</b>	<b>Policy – Emergency Checks</b>  <b>Policy Number –</b>
<b>Subject – Emergency Check Requests</b>		
<b>Office with Primary Responsibility - Accounting Services</b>		

**Purpose**

This policy states the official guidelines for requesting an express check.

**Policy Statement**

The Accounting Services office may create an express check to process a payment at the request of the department processing the required paperwork or if the failure to make the payment on the regular check cycle is related to computer system error.

If a department is unable to process required paperwork by the published deadlines, the payment should be made on the next check cycle. However, if the department determines that it is necessary to make the payment through an express check, an Express Check Request Form may be submitted to Accounting Services. If the request is approved, a \$25.00 processing fee will be assessed to the department. The fee will be waived if it is determined a system error prevented a check from issuing during the normal check cycle. A request for an express check must be supported by approved documents based on standard accounting policies and procedures.

**Definitions**

Express Check: a check processed on-line and not through the normal check cycle.

**Procedures**

1. Accounting Services must be notified of the request before submitting paperwork.
2. The department will complete the express check request form and obtain proper approval signature.
3. Attach the express check request form to the front of the non-po voucher paperwork and submit to Accounting Services.
4. If the request is approved, Accounting Services will process an internal service entry (ISE) charging the fee to the requesting department.
5. Requests received in Accounting Services by 3:00 PM will be processed the same business day. Requests received after the cutoff may be subject to processing the following business day.
6. Once the express check is processed, the department will be notified. The check must be picked up in the Accounting Services office.