SECTION: Fiscal Affairs **NUMBER: 03.D.04**

AREA: Payroll

SUBJECT: Check Distribution

---

1. PURPOSE

The University of Houston System has the responsibility to ensure that employees of the System are compensated, in a timely and accurate manner, for their time and effort. Therefore, in accordance with SAM 02.F.07 – Direct Deposit of Salaries, this document describes appropriate procedures for payroll check distribution on a new employee's first and possibly second payday.

2. PROCEDURE

2.1. The Treasurer's Office will assure that checks, together with the check distribution log are printed and the sequence verified; and that checks are signed, sorted, and available for pickup on payday.

2.2. The Treasurer's Office will distribute checks and reports to the appropriate university as follows:

2.2.1. Cinco Ranch: UPS to 4242 S. Mason Rd, Katy, TX 77450.

2.2.2. Clear Lake: Delivered to the Student Business Services (SBS) Office, Box # 106

2.2.3. Downtown: Prepared for receipt by courier from the university.

2.2.4. Main Campus: Individual employees at the main campus are required to pick up their checks from the E. Cullen room 10 distribution office. Checks will be distributed to the employee upon presentation of proper ID.

2.2.5. Sugarland: UPS to 14000 University Blvd, Ste 118, Sugarland, TX 77479.

2.3. Each university will establish procedures for distribution of checks to employees of that university.

3. RETURNED CHECKS

3.1. Unclaimed payroll checks will be returned, by university designated individuals, to the Treasurer's Office after the 90th day from the check issuance date.

3.2. Checks returned to the Treasurer's Office, which have been specified by university's designated individuals as those which should be voided, will be stamped "VOID"; the signature area will be removed; and the check will be forwarded to the System Payroll Department for entry as a void check.

3.3. Unclaimed checks, returned to the Treasurer's Office by university's designated individuals, will be stamped "STALE DATED" and forwarded to System Payroll for processing in accordance with stale-dated check procedures.

4. REVIEW AND RESPONSIBILITIES

Responsible Party: Senior Associate Vice Chancellor for Finance

Review: Every five years

5. APPROVAL

Approved: /*Raymond Bartlett*/
Senior Vice Chancellor for Administration and Finance

/*Renu Khator*/
Chancellor

Date: September 17, 2025

6. REFERENCES

SAM 02.F.07 – Direct Deposit of Salaries