

Accounts Payable Check Run Schedule

In an effort to reduce the number of accounts payable checks produced (saving time and money), reduce the need of emergency check requests, and take the guess work out of when checks are available, we are implementing a regular schedule of accounts payable check runs.

This is being done after surveying the other community colleges in the state. In that survey we discovered that of the 26 community colleges that responded to our survey that 20 of them produce regularly scheduled check runs once a week, 5 produce regularly scheduled check runs twice a week, and 1 produces checks three times a week.

At current we are processing checks at least three times a week and sometimes 3 times in one day.

Therefore we are implementing the following check run schedule:

- Checks will be run twice a week with checks available 9:00 am **Wednesdays** and **Fridays**.
- Check requests received in the Accounting Office with the proper approval and paperwork before noon on Mondays will have a check available on Wednesday.
- Check requests received in the Accounting Office with the proper approval and paperwork before noon on Wednesday will have a check available on Friday.

Please plan accordingly so that emergency checks are not necessary. In the event of a dire emergency, please fill out an emergency check request form and have it approved by your Vice President and by the Chief Financial Officer. Forms are available at the Accounting Office front desk.

	Approved Request Due	Check Available
1st Check Run	Monday - Noon	Wednesday - 9:00 am
2nd Check Run	Wednesday - Noon	Friday - 9:00 am

Ethel Mason
 Director of Accounting