

Sam Houston State University
A Member of The Texas State University System

Finance & Operations Policy FO-54

Check Printing and Disbursement Policy

1. General

1.1 The primary and preferred method of payment is through electronic means such as ACH/direct deposit, wire transfer, and credit card. In certain scenarios where electronic payment methods cannot be utilized, Sam Houston State University ("SHSU") will print and disburse paper checks.

1.2

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5.6 The President or Vice President of Finance and Operations must approve any additional exceptions to this policy.

Approved by: TSUS Legal Counsel – Rhonda Beassie
Vice President for Finance and Operations – Dr. Carlos Hernandez
Date: March 2016

Reviewed by: Treasurer – David Verghese
Date: March 2016

Next Review: 8/31/2019