

AUSTIN COMMUNITY COLLEGE  
PROCEDURES

**SUBJECT:** Disbursements made through the Cashier Office

**PURPOSE:** To protect our employees and safeguard College funds, the College requires signatures and a photo ID for all disbursements made through the Cashier Office.

**PROCEDURES:**

**CHECK DISBURSEMENTS:**

Photo ID's are required when picking up any check being held at the cashier office. The ACC cashier will verify the name on the ID matches the name on the check and the photo matches the person picking up the check.

The payee will sign and date the check distribution log to verify receipt of the check.

**Authorizing another individual to pick up a check:** Checks being held at the cashier office will be given only to the payee (person named on the check) unless the payee provides a written, signed authorization allowing another individual to pick up their check at the cashier office. The authorization will include:

- the payee's name and ACC ID number
- the specific name of the individual authorized to pick up the check
- the type of check to be picked up
- a copy of the payee's photo ID
- signature of the payee and date signed

The authorized individual will be required to show a photo ID, submit the written, signed authorization to the cashier, and sign/date the check distribution log to verify receipt of the check.

A new authorization is required each time a check is to be picked up by another individual.

**NOTE:** If an Accounts Payable check has not yet been printed, the payee can email the Accounts Payable Supervisor to authorize another individual to pick up the check at a Cashier Office (authorizations for pick up of Payroll checks cannot be handled through email). Accounts Payable staff will enter the authorized name on the check disbursement log. This name must be on the check disbursement log before the Cashier can release the check to the individual. The email should include:

- the payee's name and ACC ID number
- the specific name of the individual authorized to pick up the check
- the type of check to be picked up

The authorized individual will be required to show a photo ID and sign/date the check disbursement log to verify receipt of the check.

A new authorization is required each time a check is to be picked up by another individual.

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**CASH DISBURSEMENTS:**

Reimbursements under \$30.00 to be paid in cash are handled at a cashier office. The appropriate form (mileage or petty cash) must be completed and signed by the employee, supervisor, and budget authority before the Cashier is authorized to process the reimbursement.

Photo ID's are required when picking up a cash reimbursement. The ACC cashier will verify the name on the ID matches the name on the reimbursement form and the photo matches the person picking up the cash.

The employee will sign and date the "received" line of the reimbursement form to verify receipt of the cash.

No one other than the employee may pick up cash reimbursements.