



UNIVERSITY *of* ROCHESTER

Rush and Check Pick Up Fee

I. Date of Initiation/Revision

Policy initiated April 1, 2009.

II. Policy Classification

Senior Vice President for Administration and Finance and CFO – Controller's Office (Finance Department)

III. Policy Statement

This policy is designed to provide services to accommodate processing outside of standard payment processing timeframes, which provide for paying vendors within payment terms, via check mailed from Accounts Payable through the US Postal Service. Prior to requesting these services, departments should consider alternatives such as purchase orders, payment via pcard and planning in advance such that standard processing timeframes meet vendor expectations.

IV. Policy Summary and Definitions

Summary:

Accounts Payable checks may be picked up by a University employee. The University employee must show their University ID when picking up the check. The fee for pickup service is \$30.

Rush service may be requested for Accounts Payable checks. The fee for rush service is \$30. If both rush and pickup services are requested, only one fee will be charged.

Definitions:

Check Pick Up: After having been notified of the availability of a check, a University employee goes to the Accounts Payable department office to pick up the check.

Fee: These fees are charges imposed to more appropriately reflect and account for the efforts involved with the special services of check pick ups and rushes. Therefore, fees are charged for pickup requests even if the check is subsequently mailed out.

Rush: A request is deemed a rush if someone outside Accounts Payable requests or indicates that an RFP or invoice should be processed prior to when it would normally be processed if such a request were not made. Early payment will not be granted for invoices if the purchase order does not indicate that payment is due.

V. Related Policies

Refer the University's Finance web site: RFP - Request for Payment

VI. Responsibilities

Department:

Preparation of documentation: Prepare forms, invoices and supporting documentation for submission to Accounts Payable as you normally would. In addition, complete and attach the Accounts Payable Request Form.

Deliver documentation to Accounts Payable: This is accomplished via one of the following:

- a. Hand-deliver all paperwork, including the Accounts Payable Request Form, to Accounts Payable, bringing attention to the rush and/or pick up request when handing the paperwork to the administrative assistant.
 - i. Please note that for pickup requests hand-delivered by 1:00pm, the check will be available for pickup 2:00-4:00pm the next business day.
- b. Mail all paperwork, including the AP Request Form, to Accounts Payable Box 278958.
- c. If, after original paperwork is submitted to Accounts Payable, there becomes a need for a rush or pick up, send an email to Julie Perkins and Phillis Alexander clearly noting
 1. a rush is being requested and/or a pickup is being requested (as appropriate)
 2. account number to charge the fee
 3. contact person in case there are questions about the request
 4. reason for the request

Next, procedures are as follows depending on whether a rush or pickup was requested:

Rush: Accounts Payable

Process requests: Rush requests are processed every business day. If there are any problems with processing the payment, the Requestor is contacted for resolution.

Mail checks: Accounts Payable mails the check as indicated by the department.

Pickup: Accounts Payable

Process requests: Pickup requests are processed every business day for pick up the next business day, when received by 1:00pm. If there are any problems with processing the payment, the Requestor is contacted for resolution.

Contact Department for pick up: Accounts Payable calls the Requestor, as soon as the check is ready, to let them know the check can be picked up 2:00-4:00pm that day. If the check is not picked up, another call is placed to the department reminding them to pick up the check 2:00-4:00pm. If the check is not picked up after 2 days, the check will be mailed. If,

for whatever reason, a check is not available on the appropriate day, Accounts Payable will contact the department to determine appropriate next steps.

Pick Up: Department

Pick up the check: A University employee goes to Accounts Payable to pick up the check.

- a. The University employee must show their University ID when picking up the check.
- b. The University employee must sign that they received the check.

Accounts Payable

Charge department appropriate fee: Accounts Payable uses a copy of the Accounts Payable Request Form or email as documentation when request fees are charged to the department.

VII. Documentation

By the Department

Prepare forms, invoices and supporting documentation for submission to Accounts Payable as you normally would to initiate a payment. In addition, complete and attach the Accounts Payable Request Form. If, after original paperwork is submitted to Accounts Payable, there becomes a need for a rush or pick up, send an email to Julie Perkins and Phillis Alexander with the Accounts Payable Request Form information. Accounts Payable may request additional documentation or information in order to process the request.

By Central Finance

Accounts Payable uses a copy of the Accounts Payable Request Form or email as documentation when request fees are charged to the department. Documentation for the payment transaction is retained as usual.