

 VILLANOVA UNIVERSITY	Policy: Check Distribution
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Financial Affairs Department Procurement Policies and Procedures	Approved: October 29, 2003

Policy

It is the policy of the Procurement Department to ensure that payments to vendors are received in the most efficient manner possible. Check payments to vendors will be mailed directly to all vendors with few exceptions. Exceptions include honorariums, athletic official payments and performance payments such as theatre, catering and concerts. Checks will not be returned to the Department so that a copy of the check can be made. Check information can be found in Banner.

Procedures

On the Request for Payment Form, the requestor should check the proper check disposition that is located in the middle of the form.

Invoices paid against a Villanova University purchase order will be mailed by the Procurement Department directly to the vendor with any corresponding documents. All exceptions must be approved by either the Director of Procurement or the Disbursements Manager.

Checks or check copies will not be sent to the Department for their records. Check numbers and information of what was paid can be obtained in the Banner System. See [Banner information document history](#) for complete instructions on location this information.

Internal Procedure:

After the checks have been printed a designated employee of the Procurement Department will be responsible to distribute checks according to the code that has been placed on the check while keying the voucher/invoice. Codes are as follows:

- A – Athletics
- B – Bursars
- Blank & voucher # starts with S – Bursars
- Blank & voucher # start with I – Mail directly to vendor
- C – Employees Campus Address
- D – Development
- F – Financial Services Building
- G – Music Activities
- H – Helene Mercanti
- J – Payroll
- L – Law School
- M – Mail directly to vendor
- P – Special pickup by the vendor or department

R – Campus Card Systems
S – Send in campus mail to the requestor
T – Tamara Proietto
W – Wendy Kinsey
X – Send to the vendor with enclosure

Note: Checks or check copies will not be sent to the Department for their records. Check numbers and information of what was paid can be obtained in the Banner System.