

Rush Check Policy

Statement and Purpose

Payments Department Rush Checks

All requests for rush checks are approved by the Director of Finance and Controller and will be ready the next day if received by the Payments Department by 3:30 p.m. The PD provides one [Rush Check Request](#) per department per month. Due to the manual process required for rush checks, any additional requests carry a \$5.00 processing fee.

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Policy Version: 1.0

Responsible Office: Financial Affairs

Responsible Executive: Cherry Gilbert

Effective Date: December 8, 2017

Last Updated: December 8, 2017

Related Policies and Procedures
