



Title: Disbursement of Non-Payroll Checks Policy	Policy Category: Financial
Issuing Authority: Administration & Finance	Responsibility: Administration & Finance
Publication Date: 11/18/2022	Next Review Date: 11/18/2025

Printed copies are for reference only. Please refer to the electronic copy for the latest version.

Policy Statement/Background:

None

Policy:

The Controller is responsible for the approval of all procedures related to disbursement of monies at the University. The Student Financial Services Office (formerly known as the Bursar's Office) is responsible for the disbursement of all checks except for payroll checks.

Signature Identification

Each check must be signed for by the individual to whom it is released. Checks will be released to payees or authorized designees only upon presentation of one of the following forms of identification:

- Valid Stony Brook University identification card
- Valid State driver's license
- Valid passport
- Current identification badge or card bearing description, signature and/or photograph
- By signed memorandum to the Director of Student Financial Services, other individuals may be designated to pick up checks on a one-time basis.

Travel Advances

Travel advances will be released to the payee or authorized signer with proper identification and signature on the "Application and Account for Travel Advance" form.

Mailing Checks

The mailing of checks will be governed by the following:

- Checks will not be mailed to an on-campus address.
- Checks for establishment or reimbursement of Petty Cash Funds will not be mailed and will be released to Custodian of the Fund only.
- Payments to vendors will be mailed directly to vendors.

Definitions:

None

Contact:

Additional information about this policy is available here:

Student Financial Services Office

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Stony Brook, NY 11794-3222
(631) 632-2455

Relevant Standards, Codes, Rules, Regulations, Statutes and Policies:

None