



# UNIVERSITY *of* ROCHESTER

## **Rush and Check Pick Up Fee Policy**

### **I. Date of Initiation/Revision**

Policy initiated April 1, 2009 and revised October 1, 2023.

### **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 time-frames, 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 P-Card and planning in advance such that standard processing time-frames 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 F4 or invoice should be processed prior to when it would normally be processed if such a request were not made.

## **V. Related Policies**

Refer to the University's Finance web site: F4 Payment Request Policy

## **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 F4 Rush Request Form.

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

- a) Hand-deliver all paperwork, including the Accounts Payable F4 Rush Request Form, to Accounts Payable, bringing attention to the rush and/or pick up request when handing the paperwork to the administrative assistant.
- b) Mail all paperwork, including the Accounts Payable F4 Rush 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 [Accountspayable@finance.rochester.edu](mailto:Accountspayable@finance.rochester.edu) and attach the completed Accounts Payable F4 Rush Request Form. Ensure the form is fully completed so we can tie it to the original paperwork.

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

### **Rush: Accounts Payable**

**Process requests:** Rush requests are processed within 1-2 business days. 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 within 1-2 business days. If there are any problems with processing the payment, the Requester is contacted for resolution.

**Contact Department for pick up:** Accounts Payable calls the Requester, as soon as the check is ready, to let them know the check can be picked up between 10:30 and 4PM that day. If the check is not picked up, another call is placed to the department reminding them to pick up the check. If the check is not picked up after 5 days, the check will be mailed back to the BOX # provided in the form. 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 F4 Rush Request Form or email as documentation when request fees are charged to the department. Documentation for the payment transaction is retained as usual.