How do I arrange to pick a check up?

Tell Me

University payments should be made by direct deposit or by mailing a check to the recipient when direct deposit is not available. Special permission is required for check pick up by a departmental designee based on payment type.

<table>
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<tr>
<th>Employee &amp; Student Direct Pay Request (ESDPR) and travel-related check pick up requests</th>
<th>Electronic Check Request (eCR) &amp; Purchase Order check pick up requests</th>
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</table>
| 1. Obtain special permission by emailing the Disbursements department, at travel@uncc.edu with the details of why the check cannot be mailed.  
2. Include the name and telephone number of the person who will pick the check up.  
3. If approved, a reply will be sent back to the recipient and the appropriate Disbursement's staff member will be copied on the email.  
   a. Select "Pick Check Up at Cashier’s Window" in section II under "Payment Distribution Method" on the ESDPR.  
4. Submit your approval email together with the signed and completed ESDPR to the Disbursements department.  
5. The Disbursements department will code the invoice for check pick up when processing.  
6. The Vendor Relations staff will contact the departmental designee when the check is ready for pick up at the Cashier’s window located on the 2nd Floor of the Reese Building. | 1. For both payment types, you must first obtain special permission by emailing the Disbursements department at acctpay@uncc.edu with details of why the check cannot be mailed.  
2. Include the name and telephone number of the person who will pick the check up.  
3. If approved, a reply will be sent back to the recipient and the appropriate Disbursements staff member will be copied on the email.  
4. Purchase order: the Disbursements department will code the invoice for check pick up when processing a purchase order invoice.  
5. eCR: On the eCR requisition summary tab, the requestor will need to select the edit button in the "eCRs only" section. In the eCRs only pop-up box:  
   a. Check the box at the top.  
   b. Click the "select from all values" link and select "1 - Instructions,"  
   c. Tab to the Check Comment field and enter the name and phone number (in 7XXX format) of the person who will pick the check up, save.  
   d. Attach the approval email as an internal document on the eCR requisition.  
6. The Vendor Relations staff will contact the departmental designee when the check is ready for pick up at the Cashier’s window located on the 2nd Floor of the Reese Building. |

Reference the eCR instructions in Canvas for more information.

Related Articles

- What is delegated authority for travel reimbursements?
- What payment method do I use if I can’t issue a PO?
- How should I pay for meals while traveling?
- How do I arrange to pick a check up?
- How is travel status determined?