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| UNIVERSITY OF DENVER - Colorado Seminary | Date | Section | Page |
| POLICY MANUAL | 9/11/91 | 2.30.040 | 1 of 1 |
| Subject | | | |
| CHECK CASHING | | | |

I. POLICY

A. As an accommodation to members of the University community, the Financial Office will cash personal checks with proper identification for amounts not in excess of \$50.00.

B. The Financial Office will not cash:

1. Third party checks, i.e., checks signed by other than the person who is cashing a check;
2. University payroll checks in excess of \$50.00
3. Checks for those for whom previous checks were returned by a bank as uncollectible or who have University obligations due or past due.

C. Only the drawer of a check or the payee on a University check (as listed in B.2. above) may cash a check. Any exception to this policy must be approved by the Controller.

II. GENERAL PROCEDURE

A. During those hours that the cashier's windows are open, checks may be cashed with proper identification (staff: validated DU picture identification or validated DU identification without picture and valid Driver's license with picture; students: validated picture identification card with proper driver's license or a second identification).

B. Checks for cash must be payable to "University of Denver - cash" while checks to pay obligations should be payable to the "University of Denver".