

 UNIVERSITY of DENVER	UNIVERSITY OF DENVER POLICY MANUAL CHECK CASHING	
Responsible Department: Student Financial Services Recommended By: Provost, VC Business and Financial Affairs Approved By: Chancellor	<u>Policy Number</u> 2.30.040	<u>Effective Date</u> 6/8/2018

I. INTRODUCTION

This Policy sets forth the instances where Student Financial Services will cash personal checks of University community members and the requirements that must be met in order for the check to be cashed.

II. POLICY OVERVIEW

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

Student Financial Services 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; or
3. Checks for those for whom pervious checks were returned by a bank as uncollectible or who have University obligations due or past due.

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.

III. PROCESS OVERVIEW

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.

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

IV. DEFINITIONS

None