



New York Medical College Policy and Procedure Manual

Section: ACCOUNTS PAYABLE	No.: CO.104
	Date: Jan 24, 1994
Subject: EMERGENCY CHECKS	Page 1 of 2
	Supersedes:

I. Purpose

To establish guidelines for the issuance of emergency checks.

II. Scope

This policy applies to all College faculty and staff employees.

III. Definition

Emergency checks are those required immediately; manually prepared and subsequently entered into the accounting system.

IV. Policy

Emergency checks are issued when unique circumstances pertain to the payment request and the normal time required by Accounts Payable to issue a check through the automated Accounts Payable cycle is too long.

V. Procedure

- A. Accounts Payable requests a blank check from the General Accounting Department. General Accounting has secure custody of the check stock and maintains a check control log. General Accounting records the check number in the check control log as a "Hand Drawn" check.
- B. Emergency checks are manually typed by the Accounts Payable department and forwarded with the supporting documentation to the proper officer for signature.
- C. All emergency checks are entered into the Accounts Payable computer system at the end of the month in which they are issued.

Issued By:

Approved By:

VI. Responsibility**A. Departments**

1. Process payment requests on a timely basis. When circumstances dictate, submit request for an "Emergency Check" to Accounts Payable.

B. General Accounting Department

1. Control issuance of blank checks and maintain check log.

C. Accounts Payable Department

1. Review "Emergency Check" requests for appropriateness.
2. Request blank check from General Accounting for purpose.
3. Manually prepare check.
4. Enter check data into computer.
5. Provide advice and guidance with respect to the interpretation and administration of this policy.