

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

CHECK CASHING POLICY

<u>Number</u>	06.04.05
<u>Division</u>	Accounting and Financial Reporting
<u>Date</u>	June 1, 2013
<u>Purpose</u>	The purpose of this policy is to provide guidelines on the University's check cashing service for students.
<u>Policy</u>	Students may cash checks for up to \$30.00 per day. Second party checks are not accepted.

This service depends on the availability of cash at the Cashier's Office. Checks are cashed at the sole discretion of the Bursar's Office staff. Students who have had checks returned to the University for any reason will not be permitted to cash checks through the Bursar's Office.

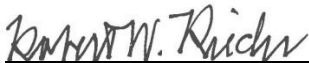
Procedures The following are required in order to cash checks.

- Checks should be made payable to : UAH or The University of Alabama in Huntsville
- Checks should include your student number

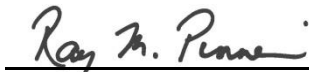
To have an Accounts Receivable hold removed after payment is made, contact the Bursar's Office at 256-824-6226. Payments may be made with certified funds (cash, credit/debit card, cashier's check, or money order). If payment is made by personal check or e-check, there is an additional two week waiting period before holds can be removed.

Review The Office of Accounting and Financial Reporting is responsible for the review of this policy every five years (or whenever circumstances require).

Approval



Chief University Counsel



Senior Vice President for Finance and Administration

Robert Leonard

Associate Vice President for Accounting & Business Services

APPROVED:

Robert A. Altenkirch

President