

1210.23 Special Handling of Centrally Prepared Checks

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PURPOSE

To provide guidelines for the procedures and conditions that must be met when a state department or agency desires that a centrally prepared check be returned to the requestor, or when it needs to enclose materials with a vendor check.

APPLICATION

Executive Branch Departments and Sub-units.

CONTACT AGENCY

Department of Treasury
Financial and Administrative Services
Office of Financial Services (OFS)
Telephone: 517-636-5400
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SUMMARY

The Department of Treasury will not return checks to the agencies. All checks are mailed directly to the payee, except when:

- Checks must be personally presented along with legal documents (i.e., court orders) or land transactions.
- Payment for goods or services are due at the time of receipt.

On occasion an agency may find it essential to enclose materials with a vendor check. If 10 or fewer vendor checks are involved, an agency may send the materials to be enclosed to Office of Financial Services (OFS). If more than 10 checks are involved, the agency – with prior approval of Treasury – must arrange for the inserting and mailing of materials with Department of Technology, Management and Budget (DTMB), Mailing Services.

APPLICABLE FORMS

1812 Request for Special Handling of Checks

PROCEDURES

Agency

- Verifies that the special handling check meets one of the following criteria:
 - Must be personally presented along with legal documents (i.e., court orders, land purchase documents).

- Must be personally presented for payment of goods or services that is due at the time of receipt.
 - Requires insert before mailing.
- If a criterion is met, sends Request for Special Handling of Checks (form 1812) with insert, if applicable, to OFS. Request must include:
 - Check number.
 - Issue date.
 - Payee.
 - Payment document number.
- Codes the payment as S1 in the Disbursement Handling (HDCD) table in SIGMA during payment processing.

Treasury OFS

- Receives form 1812 and reviews for accuracy and criteria standards.
- Forwards form 1812 to DTMB Mailing Services to request check to be sent to OFS or to include additional inserts.
- If applicable, receives check from DTMB Mailing Services and holds until agency picks it up.
