CITY OF SAN RAFAEL
POLICIES AND PROCEDURES

Subject:	Accounts Payable
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CHECK PICK-UP POLICY

PURPOSE

The purpose of this policy is to outline the process and procedures by which City staff may request special handling of a check from the Accounts Payable Division. Check pick-up special requests should only be used in exceptional circumstances and must be approved by a Department Director or their designee, and then reviewed by Accounts Payable staff.

POLICY

The Finance Department's Accounts Payable Division is responsible for the safe control of all disbursement checks issued for payment of services and products provided to the City of San Rafael. In order to comply with this requirement, Accounts Payable generally must maintain physical control of checks until they are mailed. However, in certain situations, City staff may pick up the disbursement check. Accounts Payable staff will release a check to City staff for pickup in certain situations, so long as the staff picking up is identified on the payment request and identity is provided to the Accounts Payable representative when the check is picked up. Accounts Payable will not release checks to City staff unless a valid reason is provided. Check releases will not be approved simply for the convenience of staff or the vendor.

Below are the following exceptions in which City staff may submit a Check Pick-Up Request Form:
- One-Time enclosure document requirement
- Urgent payment
- Payment that must be hand-delivered
- Payment to vendors that require prepayment at the time of services
- Settlement requests

Other exceptions will be handled by Accounts Payable on a case-by-base basis and will be approved at the discretion of the Finance Director or the Accounting Manager.

Departments who need to mail additional or confidential information with the check may bring the information to Accounts Payable to have it included in the payment envelope.