

**Sam Houston State University**  
**A Member of The Texas State University System**

**Finance & Operations Policy FO-54**

**Check Printing and Disbursement Policy**

**1. General**

1.1 The primary and preferred method of payment is through electronic means such as ACH/direct deposit, wire transfer, and credit card. In certain scenarios where electronic payment methods cannot be utilized, Sam Houston State University ("SHSU") will print and disburse paper checks.

1.2

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5.6 The President or Vice President of Finance and Operations must approve any additional exceptions to this policy.

Approved by: TSUS Legal Counsel – Rhonda Beassie  
Vice President for Finance and Operations – Dr. Carlos Hernandez  
Date: March 2016

Reviewed by: Treasurer – David Verghese  
Date: March 2016

Next Review: 8/31/2019