

What is the policy around Call for Pick Up Checks?

To maintain appropriate controls and to ensure a more efficient payment delivery process, call for pick up check handling must be approved by a Senior Business Officer and submitted to Accounts Payable leadership. Vendors that receive regular payments from the university are highly encouraged to sign up for direct deposit. Call for pick up Checks should only be for urgent payments and checks that must be delivered by hand. Call for pick up should not be used for vendor checks. Any vendor check with a pick up request will require validation by vendor.

When necessary, how is a request for call for pick up made?

- Department determines there is an exceptional circumstance that warrants the check to be picked-up.
- Department sends the Call for Pick-Up Request form (found in the forms library within the Finance Gateway: finance.columbia.edu) to the designated Senior Business Officer to evaluate.
- In completing the form the following information must also be included: voucher number, payee name, reason for request and name of person who would pick up check if request is authorized.
- Individuals involved in processing or approving the voucher are not permitted to pick up the check.
- If designated Senior Business Officer approves request/form- department will create an Incident and upload the approved Call for Pick-Up request form in Service Now and the request will be evaluated by AP and responded to within 24 hours.
- Approval/Denial notification will be provided to department contact with cc to Senior Business Officer.
- Department goes to Payment tab on voucher page and marks appropriate handling code prior to submitting the voucher. Note: marking handling code on payments tab will not make a check available for pick up (see instructions below)

If a request for call for pick up is approved, who can pick up the check?

The designated individual to pick up the check must be identified in the Incident logged in Service Now (see above). The designated individual cannot have a role in voucher processing. In addition, the designated individual will need to provide official identification, such as Driver's License or CUID.

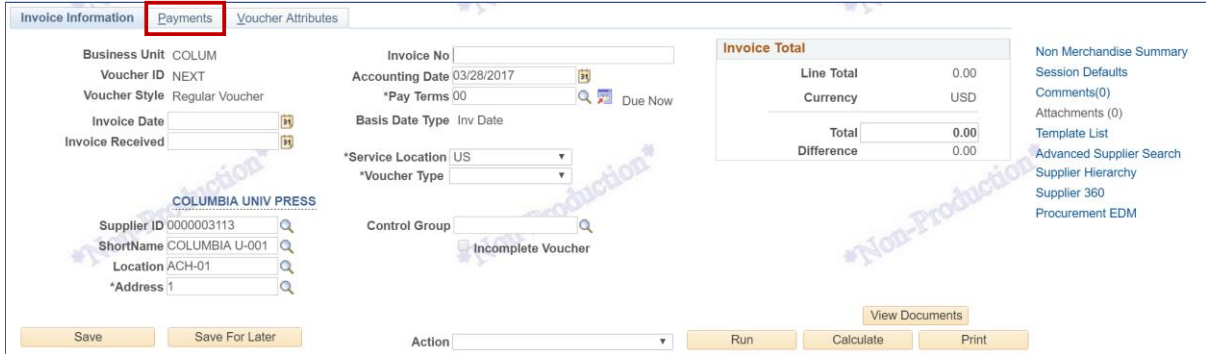
Call-for-Pick-Up Procedures for Checks for New York City Agencies, New York State Agencies, and U.S. Government Agencies

Departments seeking Call-for-Pick-Up check handling for checks for New York City government agencies, New York State government agencies, and U.S. government agencies will not be required to obtain approval by a designated Senior Business Officer. The Voucher Initiator in ARC is still required to mark the check with the appropriate Check Handling Code—either for Morningside (select handling code Bursar in ARC) or CUMC. The person must still present ID and sign for the check.

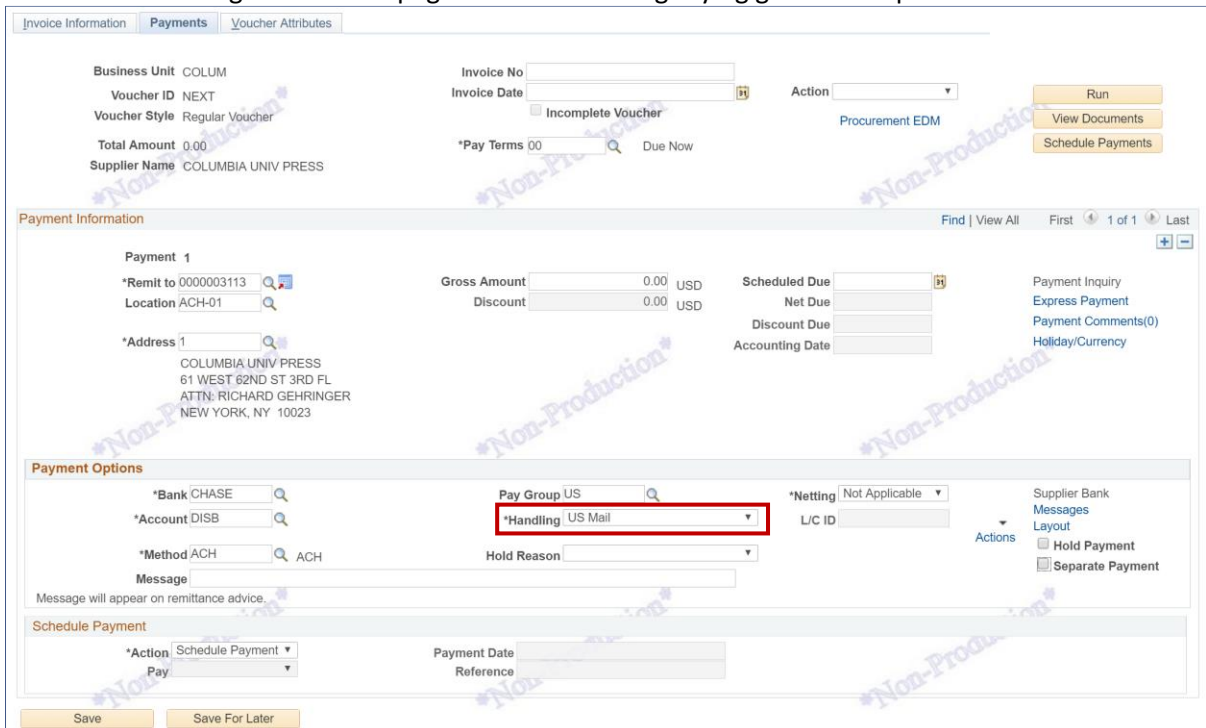
Updating Check Handling Information

Any voucher that should be processed as a call for pick up check will need to be updated with the appropriate check handling information in ARC. Once in ARC, you will search for the voucher for which you are requesting a call for pick up check. You will then follow these steps:

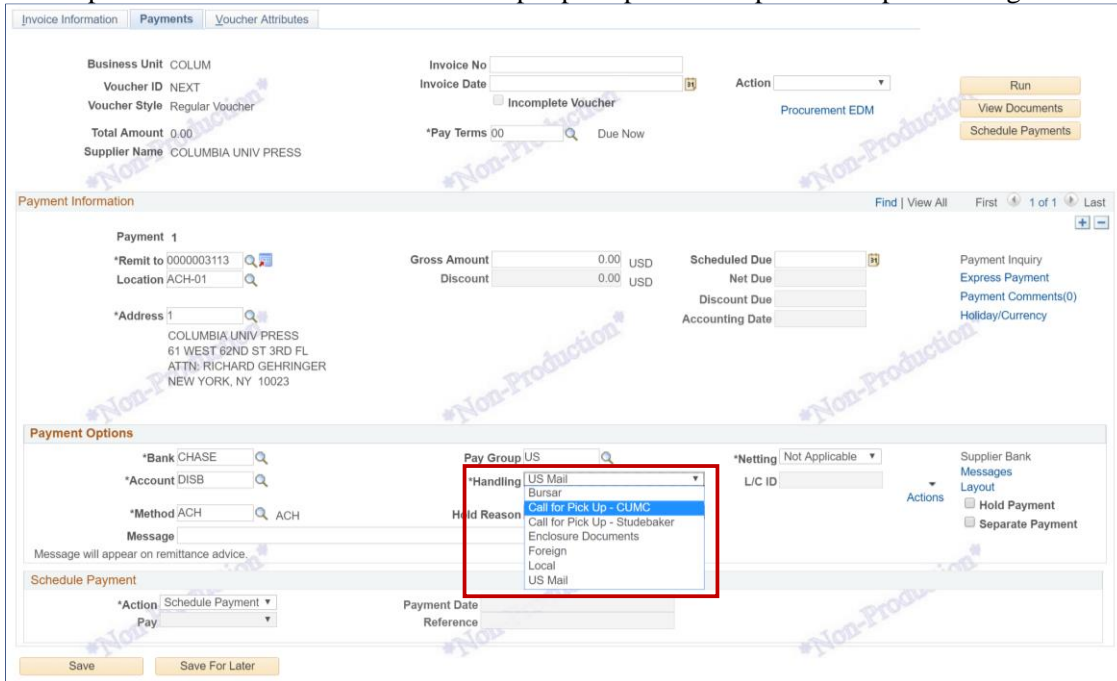
1. Click the "Payments" tab on the voucher



2. Locate the Handling Field on the page and click the magnifying glass look-up icon

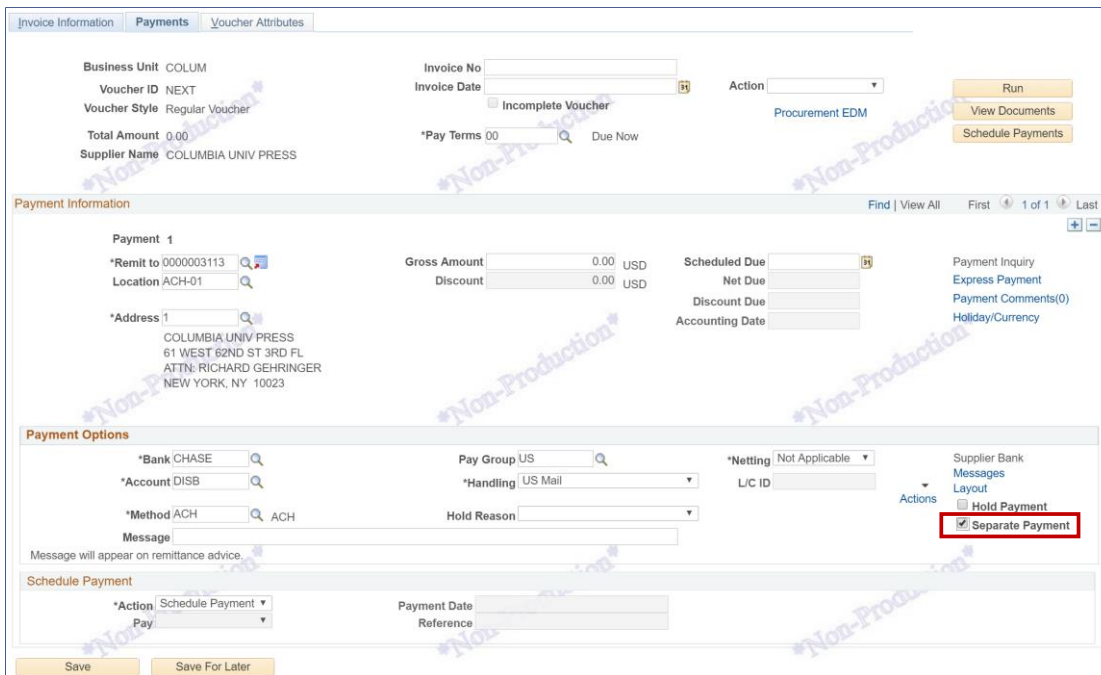


- Click the Call for Pick Up code for your location: Please select the handling code Bursar in ARC for Check Pick-Up at Morningside. Do not select Studebaker as a Check-Pick-Up location in ARC as Check Pick-Up is not available at Studebaker except upon special exception with prior arrangement from AP.



The screenshot shows the ARC system interface for a payment voucher. The 'Payment Options' section is active, and the 'Handling' dropdown menu is open, showing the following options: Bursar, Call for Pick Up - CLUMC (highlighted with a red box), Call for Pick Up - Studebaker, Enclosure Documents, Foreign, Local, and US Mail. The 'Pay Group' is set to 'US' and the 'Netting' is 'Not Applicable'. The 'Separate Payment' checkbox is visible but not checked.

- Ensure you click the Separate Payment option to ensure that a separate payment is generated for the check. Notice that the Pay Group will change to match the Handling option. Please ensure that you do not change the Pay Group information because that will interfere with the way the transaction is processed.



The screenshot shows the same ARC system interface as the previous one, but now the 'Separate Payment' checkbox is checked (highlighted with a red box). The 'Pay Group' has changed from 'US' to 'US Mail' to match the selected handling option. The 'Handling' dropdown is still set to 'US Mail'.

- ARC voucher initiators can request additional identifying information to be included on the check, such as our client or account number with the vendor. This can be done by including that information in the message box within the payment screen. Up to 70 characters can be populated.

The screenshot shows the 'Payments' tab of the ARC voucher system. The 'Business Unit' is set to 'COLUM'. The 'Invoice No' and 'Invoice Date' fields are present. The 'Payment Information' section includes fields for 'Remit to', 'Location', and 'Address'. The 'Payment Options' section includes 'Bank' (CHASE), 'Account' (DISB), 'Method' (CHK), and a 'Message' field. The 'Schedule Payment' section has an 'Action' dropdown set to 'Schedule Payment' and a 'Payment Date' field. At the bottom, there are 'Save' and 'Save For Later' buttons.

- Click Save once you have updated all options

This screenshot is identical to the previous one, but the 'Save' button at the bottom left is highlighted with a red rectangular box. The 'Message' field in the 'Payment Options' section is now populated with the address: 'COLUMBIA UNIV PRESS, 61 WEST 62ND ST 3RD FL, ATTN: RICHARD GEHRINGER, NEW YORK, NY 10023'. The 'Method' is now 'ACH' and the 'Pay Group' is 'US'.

Getting Help

Please contact the Finance Service Center

<http://finance.columbia.edu/content/finance-service-center>

You can log an incident or request a service via Service Now

<https://columbia.service-now.com>