

WVU and WVU RC Check Pick Up Process

On certain, rare occasions, a check must be picked up by the supplier rather than being mailed. A request for the check to be picked up must be approved in advance by WVU Payment Services. Please note – requesting check pickup should only be used when absolutely necessary, as it greatly increases the cost of processing a payment and reduces standard internal controls.

If the special request is approved, these guidelines must be followed:

- The internal University department requesting the special check pick up must note this request via the comments or Notes sections in Mountaineer Marketplace. The request must include the reason for the special request and the name and phone number of the individual who will be picking up the check. If the request is for a payment being processed in MyExpenses, this request must be emailed to pcps@mail.wvu.edu.
- The check must be picked up by the supplier in person, with the supplier showing identification to verify they are the appropriate contact. The supplier will sign documentation to acknowledge the collection of the check.
- University personnel may not pick up checks for suppliers unless granted prior approval from the Director of Payment Services or his/her designee.
 - This approval must be documented in the comments section in Mountaineer Marketplace. If approval is granted for a MyExpenses payment, approval must be attached to the expense report in MyExpenses.
 - The request must explain why the supplier can not pick the check up at WVU Payment Services, which employee will be picking up the check, anticipated date of collection of the check by the supplier, and how the check will be securely stored until the supplier collects the check.
 - The employee must show identification when picking up the check. WVU Payment Services will provide the employee with documentation that must be signed by the supplier once the employee provides the check to the supplier. The employee will then email that signed documentation to pcps@mail.wvu.edu within 24 hours of the date when the supplier picked up the check. Failure to return the signed documentation within that time period may result in cancellation of the check.