

STANDARD ADMINISTRATIVE PROCEDURE

21.01.02.M0.02 Check Endorsement Requirements

Approved January 22, 2005

Revised November 11, 2009

Revised June 9, 2017

Next scheduled review: June 9, 2022

Standard Administrative Procedure Statement

It is the responsibility of the department/unit collecting the check to endorse it immediately upon receipt. Checks include Business Checks, Personal Checks, Cashier Checks, Money Orders, Bank Drafts, Traveler's Checks and other forms of negotiable banking instruments presented to the University for payment.

Reason for Procedure

To ensure that funds received by check are protected from fraudulent endorsement and theft of funds.

Definitions

Endorsement means to type, write or stamp the back of the check with the required information and instructions.

Official Procedure

1. ENDORSEMENT REQUIREMENTS

- 1.1 All checks must be endorsed on the back left end in the space designated for endorsement. Endorsement must be typed, rubber stamped, or hand printed in ink as follows:

FOR DEPOSIT ONLY
Texas A&M University
Department Name &
FAMIS Acct. No. xxxxxx

“Department name” is the name of the department, section, unit, or planned event receiving the funds, and “xxxxxx” is the FAMIS account number which will be credited with the revenue. The depositing department may include a support account as well. Example (fictional account for illustrative purposes only):

FOR DEPOSIT ONLY
Texas A&M University
Athletics-Basketball
FAMIS Acct. No.
200001-10000

1.2 Traveler’s checks must also be countersigned by the check holder and endorsed by the receiving department on the face of the traveler’s check.

2. PROCESSING FEE FOR INCOMPLETE ENDORSEMENT

If a check is returned as uncollectible or for deposit correction and the check endorsement is missing or incomplete, a processing fee for research will be assessed once the department that deposited the check is identified.

Related Statutes, Policies, or Requirements

Supplements: [System Policy 21.01](#) and [System Regulation 21.01.02](#)

Contact Office

OFFICE OF RESPONSIBILITY: [Financial Management Operations](#)