Check Pick Up Form

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Check Pick Up Form

Office of Human Resources
Employee Development and Training
Learning Objectives

- Where and when to pick up checks
- Check pick up procedures
- What you must bring with you
- Where to find the check pick up form

In this course we will go over:
Where and when to pick up checks
Check pick up procedures
Where to find the check pick up form
How the Form is Used

- This form is used to have a check (payment) be held instead of mailed to the Vendor.
- **Check Pick Up Location**: Administrative Services Building, Perimeter Road

This form is used to have a check (payment) be held instead of mailed to the Vendor.

**Check Pick Up Location**: Administrative Services Building, Perimeter Road.
Check Pick Up Form

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Check Pick Up Times

• Check Pick Up Times can be found at the following URL:
  – http://virtual.clemson.edu/groups/procurement/holdchecks.htm

Check pick up times can be found by going to the URL shown on your screen.
A request of special handling should not be necessary in the CUBS system. Any unique request should be addressed by using the Hold For Pick Up Form located on the CUBS website. Otherwise, the Vendor will be paid under the terms established.
Check Pick Up Procedures

- Vendors are **NOT** allowed to pick up checks
- To pick up checks, one must bring the following:
  - Clemson University ID or Driver’s License
  - A completed Check Pick Up Form

- All procedures can be found at:
  - [http://virtual.clemson.edu/groups/procurement/holdchecks.htm](http://virtual.clemson.edu/groups/procurement/holdchecks.htm)

Vendors are not allowed to pick up checks.
To pick up checks, one must bring the following:
Clemson University ID or Driver’s License
A Check Pick Up Form

All procedures can be found at the URL shown on your screen.
Opening the Form

CUBS Website: http://www.clemson.edu/cubs

Click on Forms-Financial and enter your Novell ID and Password. Click on Login.

Click on Check Pick Up.

To open the form, go to the CUBS website at the URL shown on your screen, then click on Forms – Financial.

Enter your Novell ID and Password. Click on Login.

Click on the Check Pick Up form.
Check Pick Up Form

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Check payee name
Total dollar amount of check
Department number
Department name
Check number
Check date
Authorized signature from the department approver

To find the check number and date:
1. Double click on My Computer
2. Double click on Apps on Pplsoft/Share P:
3. Double click on the Cubsrpt folder
4. Double click on the Payments folder
5. Double click on the Current Month folder
6. Double click on the folder for your budget center

Check Pick Up Form

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Receiving the Check

Individuals receiving the check will be asked to fill in the information in the “I Accept Responsibility” space of the Check Summary Register, print name, signature and date to indicate they picked up the check.

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Conclusion

The concludes the training session.

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