

Creating



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Policy and Procedure # 730

Release of Payments to Persons Other Than the Payee

Approval: /S/ Dani Cook Effective Date: 11/2/2023

POLICY:

EFI will not release paychecks, reimbursement checks, or funds to anyone other than the payee without strict compliance with the following procedure, there will be no exceptions to this policy.

PROCEDURE:

If an EFI employee wishes to have a paycheck or reimbursement picked up by someone other than themselves, they must:

1. Provide the individual picking up the check or reimbursement with a written authorization to receive the check or funds.
2. The written authorization must contain both the printed and written signature of the employee to which the check is made out, and the printed and written signature of the person authorized to receive the check or funds.
3. Persons so authorized to pick up checks or funds must contact the Supervisor or Department Director of the employee to whom the check is made out and produce their photo identification.
4. The Supervisor or Department Director will note the date and time the check or funds were picked up on the authorization.
5. Once the transaction is complete, the authorization will be given to the Payroll Technician or the Finance Director.
6. Employees may obtain an Authorization form from the Finance Department.