# How do I arrange to pick a check up?

**Tell Me**

University payments should be made by direct deposit or by mailing a check to the recipient when direct deposit is not available. Special permission is required for check pick up by a departmental designee based on payment type.

<table>
<thead>
<tr>
<th>Direct Pay Requests (DPR) and Travel related check pick up requests</th>
<th>Purchase Order check pick up requests</th>
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</thead>
<tbody>
<tr>
<td>1. Obtain special permission by emailing the Travel &amp; Complex Payments Office, at <a href="mailto:travel@uncc.edu">travel@uncc.edu</a> with the details of why the check needs to be returned to the department.</td>
<td>1. Obtain special permission by emailing Jerri Painter in Accounts Payable at <a href="mailto:jpainter@uncc.edu">jpainter@uncc.edu</a> with details of why the check cannot be mailed.</td>
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</tbody>
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| **Example**  
An acceptable reason includes the presentation of the check to a speaker or entertainer at the time of the event. |  |
| 2. If approved:  
   a. Travel & Complex Payments will reply to your email with an approval statement, which must be attached to the back of the DPR.  
   b. Add the name and phone number of the person who will pick the check up to section 6 of the DPR form.  
   c. Select “Pick up Check at Cashier’s Window” in section 7 on the DPR form as the method of distribution.  
3. Submit your approval email together with the signed and completed DPR to Travel & Complex Payments.  
4. The Travel & Complex Payments department will arrange to have your designee receive the check at the Cashier’s window located on the 2nd Floor of the Reese Building.  | 2. Include the name and telephone number of the person who will pick the check up.  
3. If approved, a reply will be sent back to the recipient and the appropriate Accounts Payable staff member will be copied on the email.  
4. Accounts Payable will code the invoice for check pick up when processing.  
5. The departmental designee receives the check at the Cashier’s window located on the 2nd Floor of the Reese Building. |

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**Related Articles**

- How do I arrange to pick a check up?
- How should I pay for meals while traveling?
- Can I use my purchasing card to pay for travel expenses?
- What is the best method to pay for travel expenses?
- What is the Electronic Travel Authorization Form (eTA)?