

**UNIVERSITY OF HOUSTON SYSTEM  
ADMINISTRATIVE MEMORANDUM**

**SECTION: Fiscal Affairs**

**NUMBER: 03.D.04**

**AREA: Payroll**

**SUBJECT: Check Distribution**

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1. PURPOSE

The University of Houston System has the responsibility to ensure that employees of the System are compensated, in a timely and accurate manner, for their time and effort. Therefore, in accordance with [SAM 02.F.07 – Direct Deposit of Salaries](#), this document describes appropriate procedures for payroll check distribution on a new employee's first and possibly second payday.

2. PROCEDURE

2.1. The Treasurer's Office will assure that checks, together with the check distribution log are printed and the sequence verified; and that checks are signed, sorted, and available for pickup on payday.

2.2. The Treasurer's Office will distribute checks and reports to the appropriate university as follows:

2.2.1. Cinco Ranch: UPS to 4242 S. Mason Rd, Katy, TX 77450.

2.2.2. Clear Lake: Delivered to the Student Business Services (SBS) Office, Box # 106

2.2.3. Downtown: Prepared for receipt by courier from the university.

2.2.4. Main Campus: Individual employees at the main campus are required to pick up their checks from the E. Cullen room 10 distribution office. Checks will be distributed to the employee upon presentation of proper ID.

2.2.5. Sugarland: UPS to 14000 University Blvd, Ste 118, Sugarland, TX 77479.

2.2.6. Victoria: Express mailed to the Office of the Vice President for Administration and Finance, 3007 North Ben Wilson, Victoria, TX 77901-4450.

2.3. Each university will establish procedures for distribution of checks to employees of that university.

