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# VENDOR CHECK DISTRIBUTION (PAY-W046)

Sacramento City Unified School District

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## 1.0 SCOPE:

- 1.1 This work instruction is applied to distribute vendor checks when a payroll runs.

## 2.0 RESPONSIBILITY:

- 2.1 Fiscal Services Technician I

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

## 3.0 APPROVAL AUTHORITY:

- 3.1 Supervisor IV, Payroll Services

Authorized Signature on File

## 4.0 DEFINITIONS:

- 4.1 Attach Deduction Vendor Register reports to corresponding check and send in the mail the day before the payroll date.

## 5.0 WORK INSTRUCTION:

- 5.1 Once a payroll runs, Information Services and Education Technology (ISET) Department prints vendor checks and the deduction reports to include withdate.

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5.3.13 Hit <Shift Enter> to bring up list of addresses.

5.3.14 Use arrow key to highlight correct address and hit <Enter> to select.

5.3.15 Hit <F3> twice to save record.

5.3.16 Repeat steps 5.3.5 through 5.3.15 for each employee listed on Vendor Deduction Register.

5.4 Fold check and report and place in envelope.

5.5 Place in outgoing U.S. Mail the morning of date on check.

## 6.0 ASSOCIATED DOCUMENTS:

6.1 Vendor Warrant

6.2 Vendor Deduction Register

6.3 Vendor Listing with Address

## 7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Vendor Warrant	File cabinet in office	Two years,		
Vendor Deduction Register				
Vendor Listing with Address				