University of Missouri System  
Accounting Policies and Procedures  

Policy Number: APM-50.20  
Policy Name: Payment Processing – Payment Enclosures  

General Policy and Procedure Overview:  

Payment Enclosures are used when additional documentation is required to be submitted with a payment, such as a registration form, a required report or a letter. PeopleSoft Accounts Payable (AP) check enclosures are to be handled by each of the individual Accounting Offices. AP allows for separate Enclosure Handling Codes for each Business Unit. These Business Unit specific Enclosure Handling Codes must be noted on any voucher payment that is to be processed with an enclosure. This document provides the policy on how to manage payment enclosures required by the vendor.

Definition of Key Terms:  

**Enclosure**: Additional documentation submitted with a payment, such as a registration form, a required report or a letter.

Detailed Procedures  

Procedure for Handling Checks Printed with Enclosure Handling Code

The end-user enters the enclosure information into the PeopleSoft System. The Business Unit Accounting Department confirms the necessity of the enclosure. After the checks are processed and printed, all checks noted with an Enclosure Handling Code will be sent to the UM System Central Payroll Office. The Central Payroll Office will forward the checks to the applicable Business Unit Accounting Offices. The Business Unit Accounting Office will match the enclosure with the related check and will mail the check and enclosure to the vendor. Having all enclosures handled by the business unit accounting office deters inappropriate activity because the end user will not handle the check.

Checks coded for enclosure are **not to be picked up by Campus Departments** for mailing.

**RESPONSIBILITY**

Business Unit Accounting Office

- Ensure that Handling codes are entered.
- Ensure that checks are mailed with required enclosures.
- Investigate and resolve discrepancies if the enclosures and payments are not matched.

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*Official Accounting Policies and Procedures of the University of Missouri System are Authorized and Issued by the Office of the Controller*
Effective Date: July 1, 2006
Revised Date: May 7, 2007

Questions and Comments?
Questions regarding interpretation and implementation of the Accounting Policy should be directed to the Campus Accounting Office. Suggested edits or revisions to the policy should be directed to the Office of the Controller.