

RUSH CHECKS

Effective August 6, 2012 – the following changes will be made to RUSH checks;

1. RUSH checks will now be called Pick-ups
2. RUSH checks will not be processed in 48 hours; Pick-ups will be processed in 4 business days
3. Checks need to be picked up within 4 business days of receiving the call from Payment Processing. Checks will not be mailed.

Picking up the checks will remain the same as it is today.

When picking up the check or sending someone on the requestor's behalf - the person picking up the check will need the following information or the check WILL NOT be released.

1. A valid University ID – no other ID will be accepted (i.e. UPMC ID, Driver's License, etc)
2. If the person picking up the check is not the requestor of the check (the person that Payment Processing calls when the check is ready for pick-up), that person is required to have a memo from the requestor. The memo must include the requestor's name, name on the check, and the name of the person picking up the check. If they do not have a memo, they will not receive the check. Faxes and emails are not acceptable.