

# Check Forgery of University Checks

## FIN-ACC-I-550



### About This Policy

Effective Date:  
10-01-1990

Last Updated:  
02-01-1996

Responsible University Office:  
**Financial Management Services**

Responsible University Administrator:  
**Vice President and Chief Financial Officer**

Policy Contact:  
**Joan Hagen**  
Associate Vice President  
and University Controller,  
Office of the Controller  
[jhagen@iu.edu](mailto:jhagen@iu.edu)

### Related Information

\* [I-30, Fiscal Misconduct](#)

## Scope

## Policy Statement

## Reason For Policy

## Procedure

## History

[Back to top](#) ↗

## Scope

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[Back to top](#) ↗

## Policy Statement

If a payee claims that the signature on a university check is not his/hers, the payee must fill out an Affidavit of Check Forgery and send it to Financial Management Services. Copies will be sent to University Police and the Internal Audit department. This form must be notarized.

[Back to top](#) ↗

## Reason For Policy

To ensure that university financial records are updated in an accurate and timely manner for all transactions relating to the check forgery of university checks.

[Back to top ↗](#)

## Procedure

Financial Management Services will submit the notarized affidavit and check to the bank upon which it was drawn. When reimbursement occurs from the bank, an authorization is sent to Financial Management Services for a replacement check.

[Back to top ↗](#)

## History

This policy was established on October 1, 1990.