



TEXAS TECH UNIVERSITY™

Operating Policy and Procedure

OP 62.08: Alteration of Checks

DATE: March 26, 2012

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to establish policies and procedures regarding the alteration of any check made payable to TTU and any check deposited to a university account.

REVIEW: This OP will be reviewed in February of every fourth year by the managing director of Accounts Receivable with recommended revisions forwarded to the vice president for administration and finance and chief financial officer (VPAF/CFO).

POLICY/PROCEDURE

1. Definition

- a. For purposes of this OP, "alter" means to make, complete, execute, or authenticate a check or a similar order for payment of money so that it purports to:
 - (1) Be the act of another who did not authorize that act;
 - (2) Be payable to a person or entity other than originally intended;
 - (3) Be in an amount different from that originally intended;
 - (4) Have been executed at a time or place other than was, in fact, the case; or
 - (5) Be a copy of an original when no such original existed.

2. Policy/Procedure Regarding Alteration of Checks

- a. Alteration by a university employee of a check or similar order for payment of money with intent to defraud or harm another violates university policy. Such alteration is grounds for disciplinary action including the possibility of termination of employment.
- b. University employees are not to accept or receipt to any TTU account any check or money order believed to have been altered. If an employee suspects that a check has been altered, such information should be reported immediately to the managing director of Audit Services. The managing director of Audit Services will immediately investigate the incident and report the findings to the VPAF/CFO. The VPAF/CFO will confer with the appropriate divisional vice president and then recommend action to the president.