



TEXAS TECH UNIVERSITY

Operating Policy and Procedure

OP 62.08: Alteration of Checks

DATE: February 23, 2024

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 Senior Managing Director of Cash and Credit Management Services with substantive revisions forwarded to the Senior Vice President for Administration & Finance and Chief Financial Officer (SVPAF/CFO).

POLICY/PROCEDURE

1. Definition

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:

- a. Be the act of another who did not authorize that act;
- b. Be payable to a person or entity other than originally intended;
- c. Be in an amount different from that originally intended;
- d. Have been executed at a time or place other than was, in fact, the case; or
- e. 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 TTUS Office of Audit Services. The Office of Audit Services will immediately investigate the incident and report the findings to the SVPAF/CFO. The SVPAF/CFO will confer with the appropriate divisional vice president and then recommend action to the President.