

## STANDARD ADMINISTRATIVE PROCEDURE

### 21.01.02.M0.02

### Check Endorsement Requirements

*Approved January 22, 2005*

*Supplements [System Policy 21.01](#) and  
[System Regulation 21.01.02](#)*

#### 1. GENERAL

It is the responsibility of the department/unit collecting the check to endorse it immediately upon receipt. Checks include Business Checks, Personal Checks, Cashier Checks, Money Orders, Bank Drafts, Traveler's Checks and other forms of negotiable banking instruments presented to the University for payment.

#### 2. ENDORSEMENT REQUIREMENTS

2.1 All checks must be endorsed on the back left end in the space designated for endorsement. Endorsement must be typed, rubber stamped, or hand printed in ink as follows:

**FOR DEPOSIT ONLY**  
**Texas A&M University**  
**Department Name &**  
**FAMIS Acct. No. xxxxxx**

“Department name” is the name of the department, section, unit, or planned event receiving the funds, and “xxxxxx” is the FAMIS account number which will be credited with the revenue. The depositing department may include a support account as well. Example (fictional account for illustrative purposes only):

**FOR DEPOSIT ONLY**  
**Texas A&M University**  
**Athletics-Basketball**  
**FAMIS Acct. No.**  
**200001-10000**

2.2 Traveler's checks must also be countersigned by the check holder and endorsed by the receiving department on the face of the traveler's check.

#### 3. PROCESSING FEE FOR INCOMPLETE ENDORSEMENT

If a check is returned as uncollectible or for deposit correction and the check endorsement is missing or incomplete, a processing fee for research will be assessed once the department that deposited the check is identified.

OFFICE OF RESPONSIBILITY: [Student Business Services](#)