

California Institute of Technology

Cashier's Office Check Pick-up Policy

The Cashier's Office is open for check pick-up between 9:00am and 3:30pm, Monday through Friday, except for Institute holidays.

ID and signature are required to pick-up all checks.

Payroll Checks – A **Caltech ID** is required for anyone picking up a payroll check or payroll check batch. The Cashier records the ID number next to the signature.

Supplier Checks – A **driver's license** and a **business card or company letterhead** are required for anyone picking up a supplier check. The Cashier records the ID number and keeps the card or letterhead as back-up.

Under extremely exceptional circumstances, campus personnel may pick up a supplier check from the Cashier's Office. A Caltech ID will be required at time of pick-up. For more information, please review the Payment Services policy at <http://procurement.caltech.edu/payment/checkprocessing.pdf>.