



## Policy Directory

Responsible Division: Finance and Administrative Services  
Responsible Office: Accounting  
Issue/Revision Date: 12/01/2017

### **Outside Payments (Sallie Mae, Americorps, WIA)**

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#### Policy:

The University records all outside payments received via Automated Clearing House (ACH) on the bank statement, by journal voucher. Afterwards, an authorization is submitted to Accounts Payable by the Accounting Office for the student(s) identified. A check is processed to Alcorn State University indicating for whom the payment is applicable. The cashier receives the payment information along with the supporting documentation for receipting of the check. The check is then deposited into the bank.