DELIVERY OF CHECKS **8041.2**
(New 2/68)

Checks will be delivered directly to the payee by either (1) U.S. mail, (2) messenger service in a sealed envelope, or (3) a person having no connection with either preparing or approving the claim or invoice. A check will not be routed through the person who prepared or approved the related travel expense claim or invoice nor will it be returned for mailing or distribution to the person who prepared it.