WSU – CHECK DISTRIBUTION CODES

A  Cashier - W /Enclosure (pick-up by someone other than payee)
B  U.S. Mail - W/Enclosure
D  Pick up in Disbursements (Authorized use only, others reclassified to Cashiers)
I  U.S. Mail Foreign W/Enclosure
J  Cashier pick-up (by payee)
K  Standard Mail Out
L  Cashier Med. School pick-up
N  Cashier Payroll pick-up
O  Cashier Risk Mgt pick-up
P  Prepays (Any Purchasing ck)
Q  Cashier Facilities pick-up
R  US Mail Foreign
T  Cashier - Dean of Students pick-up
Y  Athletics cashiers pick-up

1042 payments = 104(and any of the above codes following the 104/depending on dept. request)

KMAT = (taxable moving reimb. with the above codes preceding the MAT depending on dept request.)

(V:\Disbursements\Front Desk Folder\Forms\Enclosure Codes Check Distribution List)