

## 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)