

# Controller's Office

**Date:** 10/6/2006  
**To:** Tulane Employees  
**Cc:** Craig Berner, Associate Controller  
**From:** Doug Harrell, Vice President for Finance and Controller  
**RE:** Cashing Your Tulane Reimbursement Check

Please know that Tulane works with Capital One to minimize the potential for fraudulent duplication of Tulane checks. An arrangement known as Positive Pay is used.

If you pick up your reimbursement check in Accounting and rush to a Capital One branch to cash it, you may find that the cashier will not honor the check. This happens when the check has not yet been processed and filed by Capital One as an authorized Tulane check. Capital One picks up Tulane's "issue file" every 75 minutes beginning at 8:00 a.m. with the last pickup at 4:45 p.m.

You generally will NOT have a problem if you deposit the check.

You will NOT have a problem at Whitney on campus or any bank other than Capital One.

You only risk a problem when you rush a check out to a Capital One branch to be cashed. If you encounter a problem, you should be able to return shortly thereafter (no more than 90 minutes) and cash the check.

fdh