

Chico State Enterprises Announcements
Non-Payroll Check Pick Up Location Change
January 2, 2020

In order to better match our services to customer needs, effective Monday, January 6th, **accounts payable** checks held for pick up will now be available at the front desk at 25 Main Street, **Suite 103**, from 8:30 am to 1:00 pm, Monday through Friday.

Proper identification is required for checks to be released. If a payee is picking up their own check, the identification provided must match the name on the check. If picking up checks on behalf of a department, the phone extension called for pickup and proper identification is required for the checks to be released.

Checks remaining after **five business days** will be mailed to the address on the check. In order to limit potential issues, please confirm that the payee's address is accurate and current.

Please feel free to contact us with any questions at: cseaccountspayable@csuchico.edu

Thank you in advance for your assistance in making this transition a success.