

Chico State Enterprises Announcements

Initial Announcement Made Wednesday, March 11, 2020

Revised March 26, 2020 due to [CSE Domestic Travel Suspension](#)

Responding to COVID-19 Health Concerns: New Requirements for Check Processing Related to Travel

In response to the COVID-19 health concerns and guidance provided by the Chancellor's Office and CSU, Chico, Chico State Enterprises (CSE) is implementing necessary changes to our processes pertaining to travel requests and check pick-up options as follows:

- Please see the March 26th [CSE announcement "Chico State Enterprises \(CSE\) Domestic Travel Suspended Until Further Notice"](#).
- For travel advance requests already processed (advance check already cut to traveler), please contact your Analyst or AP staff to discuss the return of the funds to CSE.
- To minimize unnecessary face-to-face interactions, we will discontinue the "check pick-up" option for all checks printed after this week. Starting now, all checks printed after Friday, March 13th, will be mailed directly to the payee. Check Requests in our office that are marked for "pick-up" but have not been picked up by March 13th, will be changed to "mail," and the requesters will be contacted by CSE to confirm the desired mailing address for the request.
- Please share this announcement with all parties who prepare and approve check requests in your department.

Thank you very much for your cooperation.