

**Baltimore County Public Schools**  
**Department of Business Services**  
**Distribution & Print Services**

<b>Subject:</b> Payroll Delivery		<b>Operating Procedure:</b> 5003.3	
Effective Date: July 1, 2006	Revised Date: July 1, 2006		Distribution: Account Managers
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**Policy:**

The Office of Distribution and Print Services provides a service of delivering payroll checks to schools and offices.

**Procedures:**

Office of Distribution and Print Services will pick up from the Payroll Office all payroll checks on the day prior to the scheduled delivery date as set by the Payroll Office.

Payroll checks are sorted at the Office of Distribution and Print Services and delivered to schools between the hours of 7:30 a.m. and 3:30 p.m. on the scheduled delivery day.

When schools are closed due to inclement weather the schools and offices must have someone to open the building and receive paychecks. Failure to do this will result in the paychecks being returned to the Office of Distribution and Print Services. It will then be the schools or offices responsibility to pick up the payroll checks from the Office of Distribution and Print Services. If the schools or offices do not pick up payroll checks, the Office of Distribution and Print Services will attempt to re-deliver on the next scheduled delivery date when schools are open.