

CHECKS

All Checks should be made payable to **Northeastern University**. Northeastern should never be abbreviated. It should always be spelled out. University can be abbreviated to: Univ.

Acceptable: Northeastern University or Northeastern Univ.

Unacceptable abbreviation: NEU - NU

When accepting a check, you should review the following:

- Date on the check. (Especially, when we start a new calendar year. **1/1/20XX**)
- Payable to the order of: Northeastern University
- Numeric Amount must agree with Written Amount. (i.e. **\$1.00 - One Dollar 00/00 cents**)
- Signature (Make sure the check is signed.)

