



THE HONORABLE CURTIS M. LOFTIS, JR.
State Treasurer

MEMORANDUM

To: Agency Finance Directors

From: Martin K. Taylor, CPA
Director – Treasury Management
Office of State Treasurer

Subject: Check Distribution - Wade Hampton Building, second floor

Date: April 08, 2016



In an on-going effort to enhance physical security, the State Treasurer's Office (STO) will be implementing the following security measures for the Check Distribution office:

- Each Agency must forward Check Distribution a list of authorized couriers who are allowed to pick up and sign for checks received on behalf of the agency. Please complete the survey monkey found at <https://www.surveymonkey.com/r/ZXSC566> no later than April 22, 2016.
- Each Agency will be issued TWO authorized courier badges which will admit the courier beyond the second floor lobby to Check Distribution.
- Only authorized couriers will be allowed to sign for and pick up items.
- Upon request, the courier must present photo identification and credentials verifying the agency they represent.
- In emergency situations, an agency may send a non-authorized courier ONLY if the agency has communicated this in advance, via email to Check.Distribution@sto.sc.gov.
- Should a courier arrive without their courier badge, they must use the intercom to obtain access to Check Distribution. They will be verified to the authorized courier listing and agency they represent. If either are unable to be confirmed, the courier will be escorted by a staff member and the agency they claim to represent will be contacted for verification.
- ALL couriers are required to sign the Check Distribution log, which will be maintained by Check Distribution for a minimum of one year.
- Agencies will be responsible for the cost of replacement badges. Check Distribution will keep track of those whom repeatedly appear without badges and will notify the agency finance director as necessary to ensure all badges are accounted for and replacements ordered as necessary.

Reminder, all non-STO employees may only access the second floor through the elevator or main stairwell at the back of the building. All other access points to STO workspace will be accessible only to STO employees.

Thank you for your cooperation.