

## Check Request Instructions

University departments may pay a bill for certain items and services without having to create a requisition and purchase order. The University purchasing card should always be used when applicable. When the use of the purchasing card is impossible or impractical, the check request form may be submitted for payment of goods up to \$3,500 and for all services. When the total cost of services is greater than \$50,000, a formal competitive bid process is required.

The following types of items can be submitted on a check request form without creation of a purchase order:

1. Accounting and auditing fees
2. Advertising
3. Athletic per diem advances
4. Certification – required certification, inspection and/or licensing fees
5. Consultant payments (for which a signed contract exists)
6. Copying, reprints and duplication
7. Copyrights
8. Employment services
9. Exhibit and/or promotion fees
10. Purchase or rental of pre-recorded films/videos/tapes
11. Government payments – all payments to county, state and federal governmental agencies including payments to other Universities
12. Honoraria
13. Insurance policy premiums and mutual health fund payments
14. Interviewee expenses
15. Medical services
16. Memberships (no personal memberships or donations)
17. Officials for athletic events
18. Postage – payments made to the Postmaster for postage, stamps, metered mail, box rental or stamped envelopes
19. Publication submission fees
20. Published materials – Library
21. Repair of instruments, equipment and machines
22. Research subjects and simulated patients
23. Royalties
24. Subcontracts – agreements entered into on a grant
25. Utilities – natural gas, electric, water and sewer

## Completing the Check Request form

The following are the instructions for completing the **required** information on the check request form:

1. Payee – enter the name of the vendor.
2. Address – enter the address where the payment should be mailed.
3. Date – enter the date prepared.
4. Vendor # – enter the vendor number of the vendor within FMS.
5. Requester Phone # – Enter the phone number of the person who all questions should be directed
6. Accounting distribution – enter the correct fund, DCC or Grant/Project, account number to be charged, program code (if used), and amount.
7. Reason for payment – give a brief description of the business purpose for the payment request. Make sure there is enough detail so that the actual business purpose can be determined.
8. Special instructions – should be used to if there are special handling instructions for this check (i.e. department will pick the check up when ready).
9. Budget Administrators/PI approvals – **all** requests must be signed by the appropriate approver.
10. If the requester of the check is also the budget administrator, then the senior budget administrator must also sign the form.
11. Senior Administrator/VP/VPFA Signature (if required) – payments that exceed the following limits must be signed by the Senior Administrator, Departmental VP or Vice President for Finance and Administration:
  - Budget Administrator – required for payments up to \$9,999.
  - Senior Administrator – required for payments from \$10,000 - \$49,999.
  - Vice President – required for payments from \$50,000 - \$99,999.
  - Vice President for Finance and Administration – required for payments over \$100,000.  
(In the absence of the VPFA, the President's signature is required).

This request **must** be completed online, printed and sent to the Accounts Payable department at 319 Administration Building (Please do not send this form to Central Scanning). An original invoice must be submitted with the completed form. Any receipts that are not 8 ½ x 11 must be taped (not stapled) to an 8 ½ x 11 piece of paper for scanning purposes. Incomplete or improper forms will be returned to the requester for correction and the payment will be delayed until the paperwork is properly completed and returned to the accounts payable department for processing.