Check Requisition Instructions

- **Refer to the Purchasing Department's policies before utilizing check requisitions!**
- The Check Requisition form must be picked up in the accounting office and filled out. It is to be returned to the Accounts Payable office for processing.
- An example Check Requisition form is given after these instructions.
- Check requisitions are be used in the following situations:
  - Subscription renewals
  - Dues & Memberships
  - Registration Fees
  - Hotel expenses for travel – paid directly to hotel
  - Candidate interview expenses
  - Honorariums
  - Services of Independent Contractors (must include S.S.# or Tax ID#)
  - Payment to another on-campus department that does not have an on-campus account (Make sure to list the EXACT name of the off-campus account as Payee)

  If you would like to be use a Check Requisition for something other than the items listed above, you need to contact Accounts Payable BEFORE sending it through for processing.

- **ALL** Check Requisitions MUST include one of the following:
  - T Number
  - Social Security Number
  - Tax ID#
- If you would like the check held for pickup, make sure to check the "Hold" box and indicate the name of the person who will be picking up the check.
- Allow at least 3-4 days (once received by the Controller's Office) for processing of check requisitions. **If a check requisition is used for an expense that should have been processed through a Purchase Order, it will take longer for Accounts Payable to process it.**
- **EVERY** check requisition should have some type of backup documentation included before it can be processed. If you are unsure of what to include as backup documentation, please contact Accounts Payable before sending it for processing. Remember, it's better to attach too much documentation than not enough. Please feel free to contact us with questions before paperwork is submitted.
- **EVERY** check requisition must have at least 2 **different** signatures in order to be processed.
- If the payee is not on campus and the check is to be mailed, the payee's **address** must be included in the appropriate space on the check requisition. This information must be included with **EACH** submission.
- If you are sending something to go along with a check requisition that we already have in our office, please put a note on this additional information. (Even if we have already had a discussion about it.)
- **Independent Contractor Payments**:
  If you are submitting a check requisition to pay a NEW independent contractor, you must also submit a copy W-9 form for that person. The W-9 form and instructions can be found on our website:
  http://suu.edu/ad/controller/forms.html
- **Sales Tax**
  Sales tax is not reimbursable for supplies, etc.

- **Travel-related expenses**:
  If the check requisition is to pay for a registration fee, hotel expense or anything else tied to travel, please include the Travel Authorization number for <u>each</u> person involved. *(For example, if the check requisition is to pay conference registration fees for 4 different people, include the <u>Travel Authorization number</u> for <u>each of those 4 people</u>.)*

- **Guest Speaker Expenses:**
  - If the check requisition is to pay for an Honorarium, include at least <u>one</u> of the following:
    - ✓ Correspondence with payee regarding the amount of payment they are to receive (**Preferred documentation**)
    - ✓ Flier advertising the event(s)
  - If the payee is also receiving travel-related expenses, receipts must be included (unless it is a per diem reimbursement for meals or mileage).
  - If we are paying <u>per diem</u> <u>rates</u> for meals or mileage include a <u>breakdown</u> .
    For example:

Mileage	$54.60	(140 miles roundtrip from home to Denver airport @$.39/mile)
Meals	$43.00	(**3/18** – B, L, D; **3/19** – B, D)

  - If we are paying <u>multiple expenses</u>, please include a <u>breakdown</u> of all the expenses.
    For example:

Honorarium	$500.00	(documentation needs to be attached)
Airfare	$250.00	(receipt needs to be attached)
Mileage	$54.60	(140 miles RT from home to Denver airport @$.39/mile)
<u>Meals</u>	<u>$43.00</u>	(3/18 – B, L, D; 3/19 – B, D)
TOTAL	**$847.60**	

- **Candidate Interview Expenses:**
  - If the candidate is receiving reimbursement for travel-related expenses, <u>**ORIGINAL**</u> receipts must be included (unless it is a per diem reimbursement for meals or mileage).
  - If we are paying <u>per diem</u> <u>rates</u> for meals or mileage, please include a <u>breakdown</u> .
    For example:

Mileage	$54.60	(140 miles roundtrip from home to Denver airport @$.39/mile)
Meals	$43.00	(**3/18** – B, L, D; **3/19** – B, D)

  - If we are paying <u>multiple expenses</u>, please include a <u>breakdown</u> of all the expenses.
    For example:

Honorarium	$500.00	(documentation needs to be attached)
Airfare	$250.00	(receipt needs to be attached)
Mileage	$54.60	(140 miles RT from home to Denver airport @$.39/mile)
<u>Meals</u>	<u>$43.00</u>	(3/18 – B, L, D; 3/19 – B, D)
TOTAL	**$847.60**	

- **Restaurant Meal Reimbursement:**
  - Receipts for payment of meals for guests must indicate the names and titles of <u>all attendees</u> and must be <u>original</u> <u>itemized</u> receipts. Receipts must also state the name of the establishment, the date issued, and the amount. **(Credit card receipts with only the total amount charged are NOT acceptable – it must be an <u>itemized</u> receipt.)**

A sample check requisition is on the following page.
Check requisitions can be picked up in the Controller's Office.

After the check requisition has been filled out and signed and appropriate documentation attached, it can be sent to the Controller's Office for processing.

CHECK REQUISITION

To: ACCOUNTS PAYABLE

Date: Date of Request

SOUTHERN UTAH UNIVERSITY
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INSTRUCTIONS:

1. **This form is NOT to be used in lieu of a purchase order requisition, travel advance or for items that could be interpreted as wages.**
2. Any payment made to a business or individual for services must include the taxpayer identification or social security number in the space provided.
3. The check will be mailed to the payee at the address shown (an address is required). If you want the check to be held at the Controllers Office, to be picked up by the payee, mark an **"X"** in the hold box.
4. If you have any communication or attachments to accompany the check, attach them to this form.
5. Documentation MUST be attached to this form.

PAYEE

Name Name to be printed on check

Address Enter address ---

MUST be included if check is to be mailed

HOLD ✓

Hold For: Person to hold for

City & State Enter City & State Zip Code Enter Zip Code

Tax ID *or* SSN IMPORTANT! Tax ID or Banner T # Enter T#

(Tax ID # or T# REQUIRED)

EXPLANATION:

Description of Payment

SAMPLE

Amount $ Enter amount of check

Index Enter Index Acct Enter Acct Actv Enter Actv

Department Dept. Requesting Check Fund Enter Fund Orgn Enter Org Acct Enter Acct Prog Enter Prog

Authorized by Signature of person requesting check

Dean or Department Head Signature of Department Head or Dean Authorizing Expenditure

Vice President Signature of Vice President (if necessary)

Purchasing Agent Signature of Purchasing Agent (if necessary)

Copies 1,2, & 3 to Accounts Payable

Copy 4 to Issuing Department