

# Check Requisition Instructions

- **Refer to the Purchasing Department's policies before utilizing check requisitions!**  
<http://www.suu.edu/pub/policies/pdf/pp524Purchasing.pdf>
- Accounts Payable processes checks daily. Please allow 3-4 business days (once the **completed** check requisition is received by the Controller's Office) for processing. **If a check requisition is used for a reimbursement for an employee or student, it will take longer for Accounts Payable to process, as it will need authorization from Purchasing before it can be paid. If it is for something that should be on a PO, it will be returned to you.**
- Check requisitions are be used in the following situations:
  - Interview candidate or volunteer travel reimbursements
  - Candidate interview expenses
  - New employee moving expense reimbursements
- **Checks are no longer held**, with the exception of extreme circumstances. Contact the Accounts Payable Supervisor with questions prior to making arrangements with the payee to hold the check.
- **EVERY** check requisition should have backup documentation included in order to be processed. If you are unsure of what to include as backup documentation. Please contact Accounts Payable before sending it for processing.
  - Backup Documentation may include receipt copies as long as they are legible
  - Meal Certifications for Meal Reimbursements must be included
- **EVERY** check requisition must have at least 2 different signatures. The payee cannot be one of the signors in order for the check req to be processed. If amount is over \$50,000 the **Vice President's signature** is **also** required.
- 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 the check put a note on this additional information as well as on the check req. (Even if we have already had a discussion about it.)
- **Candidate Interview Expenses:**
  - If the candidate is receiving reimbursement for travel-related expenses, receipts must be included (unless it is a per diem reimbursement for meals or mileage).
  - If we are paying per diem rates for meals or mileage, please include a breakdown. You can find the current per diem rates at the SUU Fleet Operations website: <http://www.suu.edu/ad/fleet/rates.html>  
For example:

Mileage	\$57.40	(140 miles roundtrip from home to Denver airport @\$ .41/mile)
Meals	\$62.00	(3/18 – B, L, D; 3/19 – B, D)
  - If we are paying multiple expenses, please include a breakdown of all the expenses.  
For example:

Airfare	\$250.00	(receipt needs to be attached)
Mileage	\$54.60	(140 miles RT from home to Denver airport @\$ .41/mile)
<u>Meals</u>	<u>\$43.00</u>	(3/18 – B, L, D; 3/19 – B, D)
<b>TOTAL</b>	<b>\$847.60</b>	

- **Restaurant Meal Reimbursement:**
  - Reimbursement for meals including guests **must include a business certification form** indicating the names and titles of all attendees, the business purpose for the meal, and must include the itemized receipt(s). Receipts must state the name of the establishment, the date issued, and the amount. A **Business Meal Certification** form is located at: <http://suu.edu/ad/controller/forms.html>

***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 Accounts Payable Office for processing.***