Accounts Payable Check Request Policy and Instructions

Purpose
Used to request payment to vendors/companies and individuals, for services rendered, honorariums, supplies ordered, subscriptions, membership dues, workshop/seminar/conference registrations, use of facilities, etc.
The Check Request Form can be found on the Business Office page, under "Forms." The form is an interactive form; you should complete the form on line and then print it out.

Check Request Form – General Policy
Wagner College's Check Request Form must be used (except for Business Expense Reimbursements and Purchase Orders); all other request forms will be returned.
All requests must have supporting documents, such as order forms, registration forms, invoices, contracts, W9 forms if applicable, etc. All requests need to have the original documentation. If a copy of any documentation needs to be mailed with the check, then a copy of the original **MUST** be attached to the paperwork. If the check needs to be mailed specifically to someone's attention, then a pre-addressed envelope **MUST** be attached to the paperwork. Should a vendor require our Tax Exempt Certificate, please indicate that on the check request. **All checks will be mailed out directly to the payee/vendor from the Accounts Payable Department, unless otherwise indicated on the check request.** Any exceptions to this will need to be approved. Check requests and corresponding support should be put through in the appropriate fiscal/budget year. All requests for the current fiscal year must be submitted by August 31st.

Honorarium requests need to be submitted with a contract or letter of agreement and a W9 Form, along with the check request.

Services Rendered requests need to be submitted with a contract or invoice (detailing the services being performed) from the vendor, a W9 form, and the check request.

Business Expense Reimbursements: Do not use this form for business expense reimbursement requests. Use the Personal Expense Voucher Form for this purpose.

Do not use this form if a Purchase Order has been written/processed for an expense.   Submitting a check request with an invoice when there is an existing purchase order written will duplicate the request.

Step by Step Form Instructions
All data on the Check Request Form should be typed. Backup documents (invoices, registration forms, order forms, contracts, W9 forms, etc.) must be attached to the request. **Do not attach a statement from a vendor listing the invoice #, date and amount**. The <u>actual invoice</u> showing what was purchased, the cost, and shipping needs to be attached. Incomplete or inaccurate forms will be returned for correction and resubmission, and will delay the payment of your expense.

Date of Request: Enter the date you are filling out the check request.

Dept Name: Enter the department name from which the check request is coming from.

Check Due By: Enter the date the invoice is due to be paid by.

Direct Pay: Check "Y" if the invoice should be paid in full. Check "N" if this is a partial payment of the invoice.

Hold for Pick Up: If the check request was approved for pick up, then enter the person's name and extension of who will be picking the check up. If this is not properly indicated, the Business Office will assume the check needs to be mailed.

Mail Check: Check "Y" if check is to be mailed; check "N" if check is to be picked up.

Mail Attachment: If check needs to be mailed with certain attachments and documentation, check "Y" and attach the copies of support to be mailed with the check; if not then check "N".

Payee: Enter the payee's full name and address. Make sure to enter the correct "**Remit To**" address.

Vendor ID: Enter the vendor, student, or employee ID number.

- Note: Please keep a running list for your respective department of vendor names and ID numbers that you often use. All check requests should be provided to the Business Office with the vendor ID number indicated, unless the vendor is new.

Purpose: Document the business purpose for the payment. Examples: Seminar registration (name of seminar and the name of the individual (s) attending the seminar); office supplies; publications or books (attach the original order form and a copy and document what the books or publications are for). For facility use, please document the term and date(s) for the use and the purpose; for a hotel stay, document the purpose for the stay, dates and the name of the individual(s). You need to be specific, but brief, when completing this area.

Soc. Sec. No/Tax ID No: Enter social security number or Tax Id No if services were rendered and you have included a W9.

Approvals: The originator of the request needs to sign the form, and the individual who is authorized to approve expenses for that budget also needs to sign the form. **Any requests over $2,500 must include approval and signature of the respective department's Vice President.**

Account Number to Charge: A 16 digit account number **MUST** be used to charge all expenses to. You **MUST** enter the "Fund-Department-Expense Code-Project." Any requisition that does not have 16 digits will be returned for resubmission. If you have more than one invoice for the same vendor you may use one check request form, and may enter more than one expense account for each invoice. However, each invoice must be listed separately, even if same expense account is being used.

- A note on account numbers: When using the 10 fund (your department's operational budget), the project code that goes along with that expense must always be 0000. When paying an expense from a restricted account (22 fund, 24 fund, etc.), a 4 digit project code other than 0000 needs to be indicated.

Invoice No: Enter the invoice number for the invoice being paid. If more than one, list separately.

Date: Enter the billing date for the invoice.

Check Amount: Enter the total amount requested for each invoice. The document will automatically total amounts of all invoices entered. For any requests requiring a currency conversion, please use the date the goods or services were purchased as the date for conversion.

Processing / Timelines
All accurately completed and signed check request forms must be sent/delivered to the Accounts Payable Department as soon as possible. All checks will be processed within 5 business days. **DO NOT HOLD**

ON TO CHECK REQUESTS. Incomplete and inaccurate check request forms will be returned to the department for correction and resubmission; this will delay issuance of the check. The date the check request form is received in the <u>Accounts Payable office</u> accurately completed with the proper documentation and backup is the date that is used for the processing timeline of 5 business days. Note that any check requests for amounts over $10,000 may take additional time before being mailed out because two manual check signatures are required.

Adherence to the above guidelines and instructions will enable individuals and vendors to be paid in a timely manner. For further questions pertaining to this form, you may contact the Accounts Payable Accountant, Katherine Formica, at extension 3168, or the Controller, Jenna Ward, at extension 4533.