

Check Request Instructions

NOTE: For complete training on use of the *Check Request* form, attend the “*Purchasing Made Easy*” workshop. The instructions listed below are included in the *Purchasing Made Easy* training manual and are also available at the Fiscal Services web site at <http://fiscal.gmu.edu/index.html>.

IF the transaction is:

Less than \$2,000, and

You cannot use the GE MasterCard Purchasing card, and

You are requesting payment for one of the following items:

- Dues
- Subscriptions
- Conference registrations
- Reimbursements
- Services already performed
- Goods for which vendor requires prepayment,

...**THEN** you should use the *Check Request* form.

The *Check Request* form has been designed to facilitate and expedite requests for payment by departments in the situations listed above, and to eliminate use of the *Purchase Requisition* form for these types of transactions.

Step-by-step instructions on the use of this form are listed below.

Optional Tracking Number

Use this field to match accounting records to your source documents. This number will be entered in the accounting records with a prefix of “C” (to designate the primary document as a *Check Request*). You may use any alpha or numeric system you choose.

Use of this form...

Limitations on the use of the *Check Request* are printed in the top section. Note that use is limited to payments that are (1) less than \$2,000, and (2) of the type listed. You must check one of the boxes to indicate which type of payment you are requesting.

If the payment requested is for \$2,000 or more, or if it is not one of the types listed, you should submit a *Purchase Requisition* to Purchasing. Do not use the *Check Request* form. You may call Purchasing and Accounts Payable at x3-2580 for questions regarding which form to use.

Make Check Payable To

Name: Enter the name as you would like it to appear on the check.

Address: Enter the address to which the check will be mailed.

SSN or FIN: Enter the Social Security number or Federal Identification number of the payee, if known. If the payee is a University employee or student, enter G number instead of SSN.

Date Submitted: Enter the date the request is submitted to Accounts Payable.

Date Required: If there is a deadline for receipt of this check, enter the date here. Otherwise, you may leave this line blank.

Requesting Department/Organization

Dept. Name: Enter the name of your department.

Contact Person: Enter your name as the person Accounts Payable will contact with questions.

MSN and Tel: Enter your Mail Stop Number and telephone number.

Charge to: Enter the Banner fund or organization (5 or 6 digits) and account (5 digits) to charge. If there is an activity code associated with the charge, enter it here (6 digits). The “*Purchasing Made Easy*” manual includes a listing of commonly used account codes. A complete list of account codes is available online at http://fiscal.gmu.edu/Departments/General%20Accounting/General_Accounting.htm . (Or follow the links from the Fiscal Services home page to General Accounting, then Account Hierarchy Report.) If you need help selecting the right account code, call General Accounting at 993-2634 or Purchasing and Accounts Payable at 993-2580.

Description and Amount

Description: Use this area to describe the purpose of the check request. Include all information needed to justify the expenditure as a bona fide use of state funds.

Amount: Enter the amount of the request in U.S. dollars and cents. Total amount must be less than \$2,000.

Check any box that applies:

1. If the payee is a nonimmigrant visa holder, *Check Request* form must be submitted to the Office of International Programs & Services (OIPS), MS 4C3. Contact OIPS at ext. 3-2952 for additional information regarding payments to nonimmigrant visa holders.
2. The *Check Request* form may be used to request reimbursement to Mason employees or students for out-of-pocket expenditures made on behalf of the University. Original receipts must be attached to the *Check Request* form. Non-travel reimbursements are the *only* type of payment permitted to be made to employees or students on this form. All other payments are to be made through the Payroll department or requested on a Travel Voucher or Scholarship/Fellowship/Stipend payment request form. Sales tax is not a reimbursable expense.
3. The IRS requires that we document payments to certain individuals outside the Payroll system. If the payment request is for services rendered by a non-employee, an *Employee/Independent Contractor Evaluation* form must be attached. This form is available online at the Accounts Payable web site http://fiscal.gmu.edu/Departments/Accounts%20Payable/Account_Payable_page.htm .
4. First time vendors who are not employees or students must complete and sign a W-9 form, which is available online at <http://fiscal.gmu.edu/forms/index.html> . Fax copies are acceptable. Attach this form to your completed Check Request.
5. If there is an item that must be enclosed with the check when it is mailed (e.g., a registration form), attach the item to the *Check Request* and check this box. Accounts Payable will include the attachment(s) with the check when mailing.
6. If you would like the check returned to your Department instead of being mailed directly to the payee by Accounts Payable, check this box.

Signature Requirements

• Reimbursements:

If the request is for reimbursement:

1. The employee or student being reimbursed must sign on line 1; and
2. The supervisor of the person requesting reimbursement *and* an approving official for the account must sign on line 2.

- ***Other types of payments:***

For payments other than reimbursements, an approving official may sign on *either* line 1 (if he or she is completing the form) *or* on line 2. *It is not necessary for an approving official to sign both lines.*

- ***Student Organizations:***

Payments charged to a student organization require the signature of the approving official for the Umbrella Organization on line 3.

- ***Signature Cards:***

All persons signing as approving officials must have a signature card on file in Accounts Payable for the fund or organization being charged.

Distribution

Send the original *Check Request* form to Accounts Payable (MSN 3C1) with any required attachments. You should keep a copy of the form for your records.

Important Points to Remember

- Employee reimbursements of \$20 or less may be obtained in the Cash Office. Bring a completed *Check Request* form, all required receipts, and your Mason photo ID for a cash reimbursement.
- Conference registrations: If there is a due date for early registration discount, note this date on the *Check Request* on the *Date Required* line. Accounts Payable can expedite these payments in order to receive the discount. Please allow 10 days to process the payment. (Note: Before preparing a *Check Request*, ask whether the conference will accept the GE MasterCard. This will be the quickest and easiest way to pay for the registration.)
- The University is exempt from paying sales tax in Virginia except for the tax on lodging and prepared food. If you buy something on behalf of the University and request reimbursement, you will not be reimbursed for sales tax. The University's sales tax exemption number is 54-73-0076K. Contact Purchasing at 993-2580 for a copy of the University's Sales Tax Exemption Certificate.
- It is important to be accurate and consistent when entering account codes on *Check Requests*. A listing of account codes and their descriptions is available at the General Accounting web site at http://fiscal.gmu.edu/Departments/General%20Accounting/General_Accounting.htm. Click on Account Hierarchy Report under Resources. For questions regarding which account code to use for a particular transaction, contact Purchasing and Accounts Payable at 993-2580 or General Accounting at 993-2634.
- Reimbursements must be for departmental business expenses only. Payments to students that are compensatory in nature must be processed through Payroll.