

# INSTRUCTIONS FOR PREPARING A CHECK REQUEST

## WHEN TO USE A CHECK REQUEST

Use a Check Request form for the following types of payments. If you are authorizing a payment that is not included on the list, contact the SAFAC Advisor prior to submitting.

- A. Membership dues and fees
- B. Registration fees that are non-travel related
- C. Subscriptions
- D. Postage
- E. Payments to independent contractors
- F. Licenses
- G. Honoraria
- H. Advertisements
- I. Interlibrary loans
- J. Prizes or awards
- K. Travel reimbursements for non-employees or students
- L. Reimbursements to employees or students for expenses related to activities and events.

## PROCEDURE TO COMPLETE A CHECK REQUEST

### **SECTION #1: PAYEE INFORMATION**

1. Enter the payee name and complete mailing address exactly as it is to appear on the check. For payments to individuals, a permanent home address is required.
2. Attach the original invoice or other original documentation that substantiates the payment for audit purposes.
3. Employee and student payees must provide their University ID number. Do not use Social Security Numbers.
4. For non-employee payees, enter a social security (SSN) or taxpayer identification number (TIN). A federal employer identification number (EIN) is required for unincorporated entities (businesses that are not incorporated). Contact the SAFAC Advisor if you have questions about the vendor's identification number.
5. If the payee is an individual, indicate the citizenship status and whether the payee is an employee of Drexel University. Questions regarding payments to Non-resident Alien individuals should be directed to the Tax Department at [taxoffice@drexel.edu](mailto:taxoffice@drexel.edu) or (215) 895-6880.
6. Answer all procurement card questions.

### **SECTION #2: JUSTIFICATION AND DELIVERY**

1. Enter for the expenditure, referring to the types of payments listed above.
2. To facilitate timely payment, checks will be mailed directly to payees. "US Mail" is the default distribution method. A Request to Mail with Enclosures must be accompanied by the original documents to be mailed to the payee AND copies of the documents for audit purposes.
3. Pick-ups are for emergencies by arrangement only.

### **SECTION #3: FUNDING SOURCE**

1. Enter your organizations fund# and org#. You will leave the account numbers blank. Enter your organizations name in the Cost Center Title field and amounts to be charged to each cost center.
2. Non sufficient funds situations must be resolved by the department administrator and will result in delayed payment(s).

#### **SECTION #4: APPROVALS**

1. You will leave this section blank.

#### **DOCUMENTATION:**

The completed Check Request must be submitted to the SAFAC Advisor in GSDC room 32"A" along with all necessary documentation:

1. Invoices [Accounts Payable does not accept statements]
2. Original Receipts [ receipts should be taped to a sheet of blank paper 1-sided]
3. Credit Card Statement [only if the student does not have the original receipt. All information should be blacked out with the company name and purchase amount the only readable information]
4. Copies of cashed checks. If a payment was made with a check, a copy of the front and back of the cashed check is required by Accounts Payable. Online bank print-outs are acceptable.
5. OCA completed signed contract
6. Hotel folios to get reimbursed lodging
7. Rental Car contracts to get reimbursed for rental vehicle usage.

You can submit all documentation except for receipts online with your check request. You will need to bring original receipts to the SAFAC Office taped 1-sided to a sheet of paper if your request has receipt documentation to accompany it.

#### **Submitting Your Check Request:**

Your check request must be submitted online through the "Submit Forms" button located in the top right hand corner of the SAFAC webpage. [www.drexel.edu/safac](http://www.drexel.edu/safac)

All check requests must be submitted the President or Treasurer. Any request submitted by anyone other than the president or treasurer of your organization will cause the request to be unprocessed.