



INSTRUCTIONS FOR PREPARATION OF A CHECK REQUEST

Cabrini College requires a Purchase Order for usual and customary operating purchases. (The exceptions to this rule are those who are participating in the College Purchasing Card Pilot Program.) The department requesting the goods or services is required to prepare, approve, and forward one of the following documents depending on the dollar amount of the items being purchased: a Low Dollar Purchase Order Form (for items less than \$1,000.00) or a Purchase Requisition Form.

Upon receipt, Administrative Services will issue a Purchase Order to the vendor on your behalf or they may opt to use the College Purchasing Card.

There are legitimate cases, however, where a Check Request form should be used (although eventually we anticipate using the College Purchasing Card for most of these items). In all cases, the original receipt, invoice, or other documentation must be attached to the Check Request form.

WHEN TO USE A CHECK REQUEST

Use a Check Request form for the following types of payments. If you wish to authorize a payment that is not included on the list, contact Administrative Services (Ext. 8283) **before** the purchase is made.

Advertisements	Licenses	Awards/Prizes
Honoraria	Membership dues and fees	Registration fees
Interlibrary loans	Postage	Subscriptions

PROCEDURE TO COMPLETE A CHECK REQUEST

SECTION #1: PAYEE INFORMATION

1. Enter all payee information exactly as it is to appear on the check including a complete mailing address.
2. Employees must provide their employee ID number; payments for other individuals, request must provide a social security or taxpayer I.D. number.
3. An unincorporated entity (a business that is not incorporated) must provide a federal I.D. number.
4. If the payee is an individual, indicate the citizenship status and whether the payee is employed by Cabrini College.
5. Check "gross up" if the department authorizes payment of taxes for a nonresident alien in addition to the payment for services. For more information, contact the Controller.

SECTION #2: JUSTIFICATION AND DELIVERY

1. Enter the reason for the expenditure, referring to the list of payments above.
2. Submit a separate check request for each vendor and attach the original invoice(s).
3. To ensure timely payment, it is preferable for Accounts Payable to mail all checks directly to the payee; therefore, please select "US Mail" whenever possible. If "campus mail" is selected, send the original and one copy of the Check Request to the Accounts Payable Department.

SECTION #3: FUNDING SOURCE

1. Enter valid fund/organization/account number(s), department title(s), and amount(s) to be paid from each funding source.
2. If the Department has insufficient funding, Accounts Payable will return the Check Request to the department for an alternate funding source.

SECTION #4: APPROVALS

1. The Check Request must be approved by the appropriate individual(s) and include the approver's printed name(s), signature(s), and date(s).
2. The preparer **must** enter his/her name, location, telephone number, and date. This information will be used for delivery of checks when forms are marked "campus mail" in Section #2.

SECTION #5 (for internal use only)

1. Failure to complete all four sections of the Check Request Form may result in the return of the Check Request to the preparer and delay payment.
2. Submit original form to Accounts Payable, 1st Floor Mansion.
3. Please allow seven to ten working days for processing.