



Check Requests

Instructions: Top Area of Check Request

1. Mailing Instructions:

If the check needs to be picked up, please indicate “Call when ready” and add your phone or extension number in this field. You will be called to pick up the check in the Bursar’s office when it is ready. If the check is to be mailed interoffice, indicate “Send check to” and add the name and department of whoever will be receiving the check. If the check is to be mailed normally, no information in this field is necessary.

2. Check Payable To:

Indicate the full name to which the check will be issued. If it is a new vendor a W-9 form is required. (Refer to the Vendor number and W-9 inquiry process for directions on searching the vendor database)

3. Address:

Indicate the address the check will be mailed to. This is the remittance address found on most invoices. If the address is more than four lines, a typewritten addressed envelope needs to be included with the paperwork. (If an envelope is used, the full address must still be on the check request.)

4. Vendor Number:

This is available in the Banner system. If a vendor is not listed, a completed W-9 form must accompany the paperwork.

5. Request Date:

This is the date you are completing the form.

6. Date Check Needed:

In the case of a “RUSH”, this is the date the check must be completed by.

Instructions: Middle Area of Check Request

The following items must be listed for each invoice attached for payment:

- Invoice Number
- Invoice Date



- Gross Amount
- Discount
- Net Amount
- Description
- Fund - Organization - Account - Program - Activity
- Amount (being charged to budget line)

If invoice is to be split between two or more departmental budget lines please add lines as necessary.

1. Add gross amount of all invoices and place total in the GROSS section.
2. Add discount amounts of all invoices and place total in the DISCOUNT section.
3. Add net amounts of all invoices and place total in the NET section.

Instructions: Bottom Area of Check Request

Check requests must be signed by all department heads whose budgets are being charged for the invoice before sending the check request to Accounts Payable. Failure to obtain necessary signatures will result in a delay in processing the check request.

If any of the invoices being paid are over \$5000.00 the check request must be forwarded from the department to the Vice President of that area for approval before routing to Accounts Payable.

Instructions: Backup for Check Requests

For payment of a subscription, registration, attachments, etc. that must be mailed to the vendor – the department must make a copy of the form. The copy is stapled to the check request. The original form is then paper clipped to the check request. The clipped attachments will be mailed with the check.

It is the responsibility of the department, not Accounts Payable, to copy registration forms. Vendor inquiries will be transferred to the department for explanation.

For payment of a phone bill, utility bill, etc. – the bill is stapled to the check request and the remittance area is then filled in with the amount being paid, ripped off and paper clipped to the check request. For payment of a vendor invoice - an original copy of each invoice being paid must be stapled to the check request. No copies are needed.



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