



CHECK REQUEST

For reimbursements, registrations, memberships,
subscriptions, orders, entry fees & other
Vendor payments without a proper invoice.

FORM 2

SUPPORTING DOCUMENTATION MUST BE ATTACHED

Complete entire form

ADDITIONAL INSTRUCTIONS ON REVERSE SIDE
PLEASE DIRECT ALL QUESTIONS CONCERNING THIS FORM TO 588-6413

ISSUE CHECK TO:

NAME: _____

ADDRESS: _____

DISPOSITION INSTRUCTIONS: (Check One)

E-Check _____ (mandatory for employees and students.)

MAIL _____

PICKUP at Student Accounts _____

ACCOUNT NUMBER

AMOUNT

<u>ACCOUNT NUMBER</u>	<u>AMOUNT</u>
__-__-__-__-__-__-__-__-__-__	
__-__-__-__-__-__-__-__-__-__	
__-__-__-__-__-__-__-__-__-__	
__-__-__-__-__-__-__-__-__-__	
__-__-__-__-__-__-__-__-__-__	
__-__-__-__-__-__-__-__-__-__	
TOTAL CHECK AMOUNT	

REQUIRED FOR PAYMENT

DEPT. NAME: _____

REQUESTOR/PURCHASER:

SIGNATURE: _____

PRINT NAME: _____

PHONE EXT: _____

DATE: _____

APPROVED BY:

SIGNATURE: _____

PRINT NAME: _____

DATE: _____

BUSINESS PURPOSE OF PAYMENT:

Attach a photocopy of everything that needs to be sent with the check.

WHEN TO USE THIS FORM:

- Use this form to reimburse employees and service providers for miscellaneous expenses and local travel and meals.
- Incorporated vendors may be paid using Form 2 when appropriate receipts and supporting documentation are attached.
- Form 2 may be used to request payment for catalog orders and subscriptions.
- Prepayment of hotel and conference expenses should be requested using Form 2.

WHEN NOT TO USE THIS FORM:

- Approved invoices (those with a vendor invoice number, a Clarke University account number and an approving authorized signature on them) from incorporated vendors may be sent directly to Accounts Payable for payment processing without this form.
- Payments for consulting, professional and fee-based services and to other vendors who are not incorporated should be processed on Check Request Form 1.
- Honoraria should be processed on Check Request Form 1.

INSTRUCTIONS FOR USE:

- Original receipts are required for all reimbursements. If original receipts are not available, the "Lost/Missing Receipt Affidavit" is required and can be found on the internet under Business & Finance.
- Receipts that are not letter size must be taped to a white sheet of paper (8 ½ x 11). Several receipts may be taped to each sheet of paper (one side only). This process will significantly improve the review of receipts and will assist in preventing lost receipts. Please do not overlap or turn vertically on the paper.
- Proof of payment and proof of receipt are required for reimbursement of mail order items. Examples of proof of payment include: a copy of the front and back of a canceled check, original itemized credit card receipt, or a paid receipt. Examples of suitable proof of receipt include the order acknowledgment, paid receipt for goods received, or packing slip.
- When using the Form 2 to place an order or prepay a conference or hotel expense, supporting documentation and an explanation of the expense must be attached. Submit a copy of a registration form, membership form, subscription, order blank, or a description of the goods and services being purchased. If the payment should be mailed directly to the vendor or payee, enclose the original and a copy of the order form or supporting documentation to be enclosed with the check.

CHECK REQUEST FORM 2 CHECKLIST

I have...

_____ Reviewed for proper account number and authorized signer.

_____ Reviewed for accuracy and completeness.

_____ Ensured all required receipts and/or documentation is attached.

_____ Ensured an extra copy of enclosure (if any) information is attached.

_____ Verified all math calculations.