02-03

1. **Purpose.**

    To provide procedures for requests for pre-paid goods and services.

2. **Procedures for Requests for Pre-paid Goods and Services.**

2.1   Requestor

Complete Check Request form, including all fields. Check the Check Request box (for Purchase Order Request see Purchasing Policy). In price section, include all related costs including shipping, handling, etc.

If the request is for a prepayment which requires an internal approval form, such as a travel advance request, or if an invoice has already been received, such as for a subscription or membership, the internal form and invoice can be substituted for the check request.

If the purchase is for information technology goods or services, determine that approval has been obtained from the Information Technology Department.

Attach copy of billing to Check Request form.

Verify the proper account code number and sign the Check Request form.

Obtain all appropriate approval signatures on the form.

Forward all copies to Accounts Payable.

2.2. Accountant

Review request to determine compliance with policies and procedures, including, price quotes, State contract number, appropriate accounting information, completeness, budget availability, proper authorizing signatures, and compliance with contracts, grants, and other legal requirements.

If not acceptable, return to Requestor with an explanation.

If acceptable, forward all copies to Accounts Payable.

2.3. Accounting Clerk

Give copy of Check Request form to Shipping and Receiving for tracking purposes.

Return copy of the Check Request form to Requestor indicating the purchase has been approved.

Enter information into Accounts Payable system to generate a check.

Run check batches and mail checks once per week, or as needed.

File check stub in vendor payment file with white copy of Check Request form and other documentation attached.