02-04

	Payment Policies and Procedures
	Requests for Urgent Checks
	Effective Date: July 1, 2009
	Board Approval: June 9, 2009

1. **Purpose.**

    To provide procedures for requests for urgent checks.

2. **Procedures for Requests for Urgent Checks.**

    2.1 Requestor   Review request for availability of budgeted funds..

    Complete Check Request form, including all fields. 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 form.

    Hand carry all copies to the Fiscal Operations Department and indicate that an urgent check is necessary.

    2.2 Fiscal Operations   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 indicating that an urgent check is necessary.

    2.3 Accounts Payable   Give a copy of Check Request form to Shipping and Receiving for tracking purposes.

    Return a 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 as soon as is practicable.

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