When to use a Check Request or a Purchase Order

The attached listing of common expenditures is to provide guidance in determining when to use a check request and when to use a purchase order.

CHECK REQUESTS:

Send the completed check request form with appropriate backup documentation to the Accounts Payable department Mail Code T-FH2-02.
If you have any questions about the check request form, please call Accounts Payable at x2009 or x2088.

PURCHASE ORDERS:

Send the completed purchase order form to the Purchasing department, Mail Code T-PB1-01.
If you have any questions about the purchase order form, please call Purchasing x2050.

CHECK REQUEST	REQUISITION/PO
Advertising, Classified-Employment	Advertising
Athletic Event Entry Fees	Air Transportation for Student Groups
Audit Fees	Athletic Supplies
Background Checks	Books over $5,000.00
Bank Fees	Bus Transportation
Books $5,000.00 and under	Cleaning Service
Calligraphers	Computer Network Service
Catering For Off-Campus Programs (CCP)	Consulting Firms
Conference/Registration/Seminar Fees	Contracted Services
Contributions/Donations	Convocation And Special Events
Copyright Fees/Royalties	Diplomas/Covers/Medals
Credit Union Bi-Monthly Payments	E-Books Over$5,000.00
Delivery	Electronic Resources
Dues	Entertainment
E-Books Under $5,000.00	Equipment
Event Staff	Equipment Repairs
E-Z Pass	Equipment Service Contracts
Floral Arrangements	Films and A/V
Freight	Furnishings
Guest Hotel Accommodations/Incoming	Furniture
Guest Speakers	Interior/Exterior Maintenance
Honorariums	Int'l. Students Orientation Events
Human Resources And Payroll Expenses	Lab/Clinical Supplies
Independent Contractors	Laundry Service
Insurance	Lease Of Equipment
Legal Fees	Lease Services
Marketing Commissions	Locksmith Services
Memberships	Lodging-Student Travel
Models	Maintenance/License
Payroll Services	New Student Orientation Events
Pension Contributions	Office Supplies
Periodicals Under $3,000.00	Other expenditures that can not be
Permits	submitted on a Check Request
Photographers	PC/Computer Enhancements
Postage	Periodicals Over $3,000.00
Restaurant Charges without students	Printing
and without Contracts	Publications
Sport Officials	Purchased Services
State Regulatory Fees/Penalties	Signage
Subscriptions	Software
Temporary Employment Agency Fees	Space Rental
Tickets For Sporting Events/Theatre	Student Activity Events
Travel Reimbursement For Non-Employee	Telephone Equipment
Candidates/Recruits	Uniforms
Union Dues	Vehicle Leasing
	Vehicle Maintenance And Repairs
	Web Design
	Wire/Cable Network Infrastructure

<u>**SPECIAL NOTES:**</u>

- Employees traveling on behalf of the University, please refer to the University Travel Policy for further guidance.
- Any travel that includes students must be processed on a Purchase Order.

<u>**OTHER INSTRUCTIONS:**</u>

VENDOR: Include name of payee to appear on the check and address to which check should be mailed. Unless otherwise indicated in the Description, check will be sent directly to the Vendor.

INITIATOR: Include name of individual initiating the Check Request, applicable Department, Mail Code and Extension.

G.L. ACCOUNT NUMBER/AMOUNT: Include twelve digit General Ledger account number(s) to be charged and the amount(s) to be charged to the account(s).

DATE: Include date Check Request initiated.

INVOICE #: Include invoice number if applicable.

INVOICE DATE: Include invoice date. If there is no invoice date, leave blank.

Check the appropriate box if payment is to a resident, nonresident, or to a third party on behalf of a non resident for federal income tax purposes, if applicable.

DESCRIPTION/AMOUNT: Include sufficient detail of charges, such as period of service, description of charge and price of item. The total of all charges must be included.

Include special instructions for processing, such as check to be delivered or picked up, timing of payment, ect. within the DESCRIPTION *box* .

SIGNATURES: Individual initiating the Check Request must sign and date at "Requested By." Individuals approving the Check Request must sign and date at "Approved By." The final approval must be by the individual with the appropriate budget authority.

ATTACHMENTS: Original invoice or other appropriate backup documentation must be attached to the Check Request.