

## WHEN SHOULD I USE A CHECK REQUEST

2011

Valid Uses for a check Request	Backup Required?	Examples of Supporting Documentation	Helpful Information
Conference registration fees	Yes	Completed Registration form	<b>Name &amp; Date</b> must be stated in the description of the check request
Membership fees	Yes	Renewal form/notice	<b>Name &amp; Date</b> must be stated in the description of the check request
Subscriptions	Yes	Renewal notice or invoice	<b>Name &amp; Date</b> must be stated in the description of the check request
Prepayment & Deposit for Hotel rooms	Yes	Hotel confirmation and supporting documents (conference information....)	<b>Dates, purpose and location</b> of events must be stated in the description of the check Request ( <i>if more than one person traveling include the name</i> )
Honorariums	Yes (over a \$1000)	Flyer, letter...etc	When less than a \$1000, <b>Dates, purpose and location</b> of events must be stated in the description of the check Request (use 31200 natural account )
Payments under \$1000 to individuals for one time service	Yes	Invoice, written agreement ...etc	<b>Dates, purpose and location</b> of events must be stated in the description of the check Request Natural account -31100 (professional services)
Refunds of payments to participants of University sponsored events/workshop	Yes	Cash Transmittal, copy of the check, payment information...etc	<b>Dates, purpose and location</b> of events must be stated in the description of the check Request
Petty Cash Reimbursement	Yes	Receipts	Receipts has to be approved by Accounting Department (Brenda Crawley)
Department of Homeland Security	No		<b>Name of the applicant &amp; type of application</b> must be stated in the description of the Check Request (please check the remittance site)
Rents –RU Facilities Rents –Off Campus	No Yes	Invoice, contract ...etc	<b>Dates , purpose and location</b> of the property must be in the description of the Check Request
Postage	No		<b>Purpose &amp; Meter number</b> for meter replenishment should be stated
Awards/Prize (payment to recipient based on achievement, competition, other criteria)	No		<b>Dates , purpose</b> must be in the description of the Check Request

**This list is not all inclusive, and therefore, if you have any question regarding a Check Request, please contacts Accounts Payable at 732-445-4672 for assistance. Note:** Most

goods and services must be procured using the regular purchase order according to purchasing guidelines, available at [http://procure.rutgers.edu/fs\\_guide.html](http://procure.rutgers.edu/fs_guide.html)