

## Agency Funds Request – Request for Check Procedures

The *Request for Check* form is located on the ATU web site under Controller - Forms.

In order to process an Agency check request in a timely manner please follow the steps below. Adhering to the procedures will allow for a more efficient turn-around time.

- Complete *Request for Check* form, include all required information on the form
  - Check Requested By
  - Fund and Account numbers
  - Vendor T – Number
  - Remit Address (RA\_)
  - Check Payable To
  - Address
  - Description
  - Amount of Check
  - Requested by Signature
  - Approved by: Authorized Personnel Signature (Agencies/Organizations should maintain a copy of the approved personnel)
  - Payee Signature, if required
- Attach Receipts/Invoices
  - Back up information and/or receipts must be attached to the request form
  - Hand-written receipts must be signed by a company representative & have the company name & address on the receipt
  - All receipts/invoices must be securely taped to an 8 ½ x 11 sheet of paper
  - Credit/Debit Card receipts & bank statements are not sufficient forms of receipts. All receipts must list the items & purchase amounts
- Deliver *Request for Check* form, along with back up documentation, to the Accounting Office, Browning Hall – Room 312

### Additional Information:

- Payee may not request their own check
- Checks will be mailed to Payee, unless otherwise noted. Please note on the request if you prefer to pick up the check. Please include your email address. You will receive an email from Disbursing when the check is ready to be picked up.
  - Checks made out to individuals must be picked-up by the payee only. ID is required.
- Checks made out to Vendors that need to be picked up & delivered to the Vendor will have a *Receipt of Check Statement (RCS)* attached to the check
  - Individual picking up the check is required to sign-out the check
  - Vendor is required to sign the *RCS*, acknowledging the delivery of the check
  - Individual must then return the *RCS* to the Disbursing office within 5 business days of the delivery. Either via Campus Mail or deliver to Disbursing, Browning Hall – 307
- If a Vendor is not already set up with a T number, please contact Purchasing before submitting the request

All purchases for Awards/Gifts/Prizes must have prior approval from the Controller's Office.

Please make sure that all information is filled out, signed by an authorized person, & receipts are attached before forwarding to the Accounting Department for fund approval. All incomplete forms will be returned, which will delay the process. All completed forms will be reviewed by the Accounting Department for funding availability and forwarded to the Accounts Payable Department for processing. Please allow 3-5 business days for processing all requests. Agency checks are printed on Wednesdays and Fridays only.

*If, for any reason, the check issued is no longer required, please write VOID on the check and return the check to the Controller's Office, with an explanation, so that the check can be cancelled. Please do not shred the check.*