|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| SOUTH ATLANTIC CONFERENCE  CHECK REQUEST FORM | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | |  | | | |  | | | | | | **DATE OF REQUEST:** | | | | |  | | |
| PAYABLE TO: | |  | | | | | | | | | | | | | | | | | | **AMOUNT:** | | |  | | |
| ADDRESS: | |  | | | | | | | | | | | | | | | | | | | | | | | |
| CITY, STATE, ZIP CODE: | | | | | | | |  | | | | | | | | | | | | | | | | | |
|  | Check here if this is a travel advance | | | | | | | | **TRAVEL DATES:** | | | | | | | |  | | | | | | | | |
| PLACE OF TRAVEL/MEETING: | | | | | | |  | | | | | | | | | | | | | | | | | | |
| DESCRIPTION: | |  | | | | | | | | | | | | | | | | | | | | | | | |
| DEPT TO CHRG: | |  | | | | | | | **ACCOUNT NAME:** | | | | | | |  | | | | | | | | | |
| SUBMITTED BY: | |  | | | | | | | | | | | | | | | | | | | | | | | |
|  | **HOLD FOR PICKUP** | | |  | | **MAIL TO ALTERNATE ADDRESS** | | | | | | |  | | |  |  | | --- | --- | | FEDEX ($35 FEE) | GIVE TO \_\_­\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | |
| *COMPLETE FOR OVERNIGHT/ALTERNATE DELIVERY* | | | | | | | | | | | | | | | | | | | | | | | | | |
| CONTACT NAME: | | | | | | | | | | | | | | | | | | | | | | | | | |
| ADDRESS: | | | | | | | | | | | | | | | | | | | | | | | | | |
| CITY, STATE, ZIP CODE: | | | | | | | | | | | | | | | | | | | | | | | | | |
| CONTACT NUMBER: | | | | | | | | | | | | | | | | | | | | | | | | | |
| BELOW FOR OFFICE USE ONLY | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | APPROVED |  | DISAPPROVED | | | | | | | BY: | | | | | | | | | | | | | | | |
| ACCOUNT # | | | | | | | | SUB ACCOUNT | | | | FUND | | | | | | | FUNCTION | | | | | RESTRICTION | |
|  | | | | | | | |  | | | |  | | | | | | |  | | | | |  | |
| BANK TO WRITE CHECK FROM: | |  | | | WELLS FARGO (1) | | | | | |  | | | CITIZENS TRUST (2) | | | | | | |  | SOUTH STATE (3) | | | |
|  | | | BANK OF AMERICA (4) | | | | | |  | | | REGIONS (5) | | | | | | |  |  | | | |
|  | | |  | | | | | |  | | |  | | | | | | |  |  | | | |
| AUTHORIZED SIGNATURE: | | | | | | | | | | | | | | | | | | | | | | | | | **SUBMIT** |

**CHECKLIST: BE SURE TO INCLUDE THE FOLLOWING DOCUMENTS AS NEEDED**

|  |  |  |
| --- | --- | --- |
| **INVOICE** | **CONTRACT** | **ORIGINAL RECEIPT** |
| **W-9** | **REGISTRATION FORM** |  |

**YOUR REQUEST WAS DENIED FOR THE FOLLOWING:**

NO SUPPORTING/INEFFICIENT DOCUMENTATION

NO W-9 ON FILE OR ATTACHED

DEPARTMENTAL ACCOUNT OVER BUDGET

OTHER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Purpose**

Used to request payment to vendors/companies and individuals, for services rendered, honorariums, supplies ordered, subscriptions, membership dues, workshop/seminar/conference registrations, use of facilities, etc.  The Check Request Form is also used to request travel advances and departmental expense reimbursements.

The Check Request form is an interactive form; you should complete the form on line and then print it out.

**Check Request Form Policy**

The South Atlantic Conference Check Request Form must be used; all other request forms will be returned. **Accounts Payable will return documents if not properly prepared by the requestor, resulting in the delay of processing the request until the following check run.**

Check request are due in the treasury mailbox on Wednesday at 12:00 noon. Checks will be distributed on Thursday at 3:00 p.m.

All requests (with the exception of travel advances) must have supporting documents such as; order forms, registration forms, invoices, contracts, W9 forms if applicable, etc.  A copy of the document, invoice, registration forms, order forms, contracts, etc. need to be attached also.  The copy has to be attached to the Accounts Payable check copy for auditing purposes and agency regulations that require paid documents be kept for seven years.

**Honorarium** requests need to be submitted with a contract or letter of agreement and a [W-9 form](http://www.irs.gov/pub/irs-pdf/fw9.pdf), along with the Check Request.  If there is a W9 form on file in Accounts Payable, you do not need to submit another one. *Payments made to employees will be reported as additional income to them and will appear on the W-2 form at the end of the year.*

**Services Rendered** requests need to be submitted with a contract or invoice (detailing the services being performed) from the vendor, a W9 form if there is not a W9 form on file in Accounts Payable, and the Check Request.  *Payments made to employees will be reported as additional income to them and will appear on the W-2 form at the end of the year.*

**Travel Advance** requests need to have the business purpose for the advance documented and the date of the travel or event.  The account code for travel advances is 133100 and your employee ID.  Any advance for travel should be reported on your monthly worker’s report, this will clear the employee account and avoid deductions from the employees payroll check.