



VANDERBILT
UNIVERSITY

Office of
Financial
Affairs

Disbursement
Services

Check Request Training

How to Complete and Submit the
Check Request Form

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Introduction

Disbursement Services processes a variety of Demand Check forms including check requests, travel expense reports, travel advances, student refunds, and undergraduate stipends. This manual explains how to complete and submit a check request form to Disbursement Services.

All demand checks to be drawn upon University Funds will be processed and issued by Disbursement Services, 11th Floor Baker Building. Medical Center check requests will be processed by the Department of Finance in Crystal Terrace.

In this manual, the *requestor* refers to the person requesting that a demand check be issued. The requestor is often the person filling out the check request form, unless an administrative assistant or someone else in the department is filling out the form on behalf of the requestor.

When to use a Check Request

Check request form number 60-005-810 should be used for all types of requests for payments of Non-Purchase Order goods and services.

Disbursement Services honors check requests for:

1. Payments to Individuals or Partnerships (not Corporations) who perform a service to the University such as Caterers, Accountants, Attorneys, Photographers, Banks, Speakers, Honoraria, Subject Participants, etc. These check requests must include full name, Social Security or Employer Identification Number and a complete mailing address for federal tax reporting purposes.

Requests for payments for services performed in the U.S. made to individuals who are not U.S. citizens or permanent residents should still be sent through Disbursement Services, however, payment may be made through Human Resource Services to comply with federal regulations.

2. Reimbursements to Vanderbilt employees and students for business expenses. Reimbursements for business meals and/or entertainment expenses require additional documentation (see IRS Table 5-1 on page 16 for details on appropriate supporting documentation).
3. Postage.
4. Petty Cash reimbursements.
5. Refunds.
6. Moving Expenses

All other requests for goods and/or services must be forwarded to Procurement Services on the appropriate purchase requisition form. If payment is to be made when the order is placed, use the purchase requisition form and indicate on the requisition that a "Check Enclosed Order" is needed.

When NOT to use a Check Request Form

Stipend payments

The Stipend Request form (pink) is to be used for payment of non-service scholarship or fellowship payments to undergraduate students. A service-free stipend payable to Graduate/Professional Students and Post-Doctoral Fellows is requested using the new stipend request form and is processed through payroll. Payments for which services must be rendered (such as a teaching assistant) are compensation. These types of payments are requested using a Personnel Action Form (PAF) and routed through the normal payroll request process. For more information on stipends and related forms, see www.vanderbilt.edu/stipends.

Travel

For travel cash advances, registration fees, hotel deposits, supersaver advances and travel reimbursements, refer to the Travel Training Materials for the correct forms to use and instructions on filling them out:

<http://www.vanderbilt.edu/procurement/disbursement/training.shtml>.

Wage adjustments

All wage adjustments must originate in the Payroll Office.

Other

For more details on which method to use for your purchase, refer to the Preferred Purchasing Matrix at http://www.vanderbilt.edu/procurement/eprocurement/forms/VU_Purchasing_Methods.xls.

How to Fill Out a Check Request Form

Lesson 1: Check Request Form Header

Follow the steps below to complete the header information on the check request form. Only check requests that are complete will be processed.

U.S. Citizen or Non-U.S. Citizen

Form 60-005-810 (Rev. 6/04) Check Request 0000000

Vanderbilt University

Is this payment to or on behalf of a U.S. Citizen or Permanent Resident? ___ Yes ___ No

Vendor _____ Employee _____ Student _____

Payee
(Maximum of 31 characters) (First) (MI) (Last)

Address
(Max. 4 lines of 31 characters)

City/State _____

Zip/Postal Code _____ Country _____

Payee Phone No. _____

Shaded Areas are for Accounting Use Only

 Vendor # _____
 1099 Amount \$ _____ . _____ Code _____
 Srt Cd _____ Ck Desc # _____ Sep Ck _____

Required Tax I.D./SSN or Employee ID# _____

Invoice # _____

Invoice Date _____

Description on Check stub (if required)
(Maximum of 30 characters)

Check Request Header Information

Is this payment to or on behalf of a U.S. Citizen or Permanent Resident? ___ Yes ___ No

U.S. Citizen Information on Check Request

Is this payment to or on behalf of a U.S. Citizen or Permanent Resident?

Check the appropriate box, Yes or No. If no, there may be tax implications for payments.

- If the payment is to or on behalf of a non-U.S. Citizen or Permanent Resident, check **No**. This information is required. The request will be forwarded to the International Tax office for review and possible processing. Most requests will be returned to Disbursements Services after review for processing. **Please allow extra time for processing of payments to non-US Citizens.**



International Tax Questions

If you have questions about a check request involving payments to or on behalf of non-US Citizens/Permanent Residents you can contact the International Tax Office at nrtax@vanderbilt.edu.

International Tax Website:

<http://hr.vanderbilt.edu/hrdepts/VanderbiltUniversityHumanResourcesIntTax.htm>.

Vendor/Employee/Student

Indicate whether the check will be made out to a Vendor, Employee, or Student, by checking the corresponding line. All payees that are not a current Vanderbilt employee or student are considered vendors.

Vendor _____ Employee _____ Student _____

Vendor/Employee/Student

Payee Name and Address

Provide the full, legal payee name (first, middle [if applicable], last). For companies, provide the full legal company name as it appears on their Federal tax documents (e.g., *The Coca-Cola Company*, not *Coke*). There should only be one payee per check request form.

Below the name, enter the current mailing address and phone number.

Because Disbursements Services keys this information into a computerized system, **you should provide address information, even if the check will not be mailed**. Contact the payee to get any of the requested information if you do not already have it.

Payee (Maximum of 31 characters)	_____	_____	_____
	(First)	(MI)	(Last)
Address (Max. 4 lines of 31 characters)	_____		

City/State	_____		
Zip/Postal Code	_____	Country	_____
Payee Phone No.	_____		

Payee Name and Current Address

Tax I.D. / SSN / Employee ID #

If the check request is for a vendor, enter the tax ID for that vendor. If you do not have this information, call the vendor to obtain it because **this information is required**.

If the check request is for an individual, provide the Social Security Number (SSN). If the individual is a Vanderbilt employee, you can either provide the Social Security Number or the Employee ID number. The SSN or Employee ID number is required.

Required
Tax I.D./SSN or Employee ID# _____

Tax I.D. / SSN / Employee ID #

How Disbursements Services Uses this Information

The software Disbursement Services uses to create demand checks maintains a database of payee names, addresses, tax IDs, etc. Therefore, **it's important to provide complete and accurate information about the vendor** to ensure the vendor information gets entered into (for new vendors) or pulled from (for existing vendors) the system correctly. It may also be required for IRS-reporting purposes.

Invoice Number and Date

If the payee provided an invoice for expenses, provide the invoice number for which the demand check payment is being requested. Include the invoice date in the Invoice Date area. In cases where no invoice was provided, leave these fields blank. For payments to vendors, there should be only one invoice per request. The original invoice should be attached to the check request.

Invoice # _____

Invoice Date _____

Invoice # and Invoice Date

Description on Check Stub

If the payee requires a description or memo on the check, provide that information in the Description on Check Stub area. Note that you are limited to a maximum of **30 characters** because the automated system issuing Demand Checks only allows that many characters in its description field.

Description on Check stub (if required)

(Maximum of 30 characters)

Description on Check Stub

Lesson 2: Business Purpose

Directly below the header information, fill in the Business Purpose for the check request. This information is **required** to meet minimum auditing standards, grant requirements and IRS regulations. The purpose given should explain the nature/reason for the expenditure.

Form 60-005-810 (Rev. 6/04) 0000000

Vanderbilt University Check Request

Is this payment to or on behalf of a U.S. Citizen or Permanent Resident? Yes No

Shaded Areas are for Accounting Use Only

Vendor # _____
 1099 Amount \$ _____ Code _____
 Srt Cd _____ Ck Desc # _____ Sep Ck _____

Vendor _____ Employee _____ Student _____

Payee
(Maximum of 31 characters) (First) (MI) (Last)

Address
(Max. 4 lines of 31 characters)

City/State _____

Zip/Postal Code _____ Country _____

Payee Phone No. _____ (Maximum of 30 characters)

Business Purpose (Required) _____
(Will not appear on check stub - Attach separate sheet if additional space is needed)

Required Tax I.D./SSN or Employee ID# _____

Invoice # _____

Invoice Date _____

Description on Check stub (if required) _____

Business Purpose- Required Information



Lesson 3: Account and Center Numbers

In the table for account and center number information and amounts, list the account and center number(s) to be charged on the check request. All account and center numbers listed should be for active accounts and centers.

Account (5 digits)	Center (10 digits)	Sub-ledger (if required) ID	Account (6 digits)	Amount
	- - -			\$.
	- - -			.
	- - -			.
	- - -			.
	- - -			.
	- - -			.
Total Amount Requested				\$.

Account, Center, and Amount Information

- For restricted funds** (center numbers beginning with **4**)- If a restricted fund center will be charged for the check request and the amount is equal to or exceeds \$3,000, Disbursements will send the request to the Office of Contracts and Grants Accounting (OCGA) for approval. Therefore, **the request will take extra time to process.**

 - For restricted centers with a 999 department number (i.e., center number is 4xx999xxxx), the check request will not go to OCGA for processing and therefore should not require extra processing time.
- For agency funds** (center numbers beginning with **9**)- If an agency fund center will be charged for the check request and the amount is greater than or equal to \$1,000, Disbursements will send the request to the Office of Financial Affairs for approval. Therefore, **the request will take extra time to process.**

Special Account Number for Entertainment

Entertainment Expenses Policy:

Approved meal expenses exceeding a reasonable amount should be recorded as entertainment expenses. **All entertainment expenses must be coded to account number 62110**, thereby isolating those costs from direct or indirect charges to Government funds. Entertainment as well as alumni and development expenses cannot be charged to Government restricted centers under any circumstances. **Alcoholic beverage costs are generally considered personal expenses; however, if reimbursement is approved, the charges must always be classified separately as entertainment expenses, regardless of the funding source.**



Sub-ledger ID

If any of the centers listed below will be charged, include the subsidiary ledger ID (*SLID*) and the account (*SLACCT*) in the corresponding fields on the check request. The *SLACCT* will be a 6 digit code that is unique to the patent or project for your center. You should also use one of the corresponding G/L accounts listed below in the first column of the check request.

If your check request does not include any of the centers listed below, leave the Sub-ledger columns blank.

G/L Accounts	Center Number	Subledger ID (SLID)	Description	Account (SLACCT)
63501-63550	1421800000	P	Patent	Varies
44925	1909270000	P	Patent	Varies
44925	1909350000	P	Patent	Varies
44925	1909400000	P	Patent	Varies
Varies	1444200001	P	Project	Varies
Varies	1444200002	P	Project	Varies
Varies	1444200003	P	Project	Varies
Varies	1444202000	P	Project	Varies
Varies	1444900000	P	Project	Varies
14010	1970600000	R	General Accounts Receivable	Varies
Varies	1608100000	W	Work Order	Varies
Varies	1608200000	W	Work Order	Varies
19998, 19999, 99998	1970000000	U	Suspense	Varies
19995, 99994	1040000000	U	Suspense	Varies

Amount

In the Amount field, enter the amount to be charged to the corresponding account and center combination for the check request. If multiple centers and/or accounts will be charged, provide a separate entry for each unique account/center combination with the dollar amount for that account/center combination. The total distributed must equal the total amount for the check request.

International Bank Transfers and Wire Transfers

For international bank transfers and wire transfer requests, you can enter foreign currency amounts. Disbursements Services uses an international broker for these transactions. Clearly indicate the currency being requested. Additional approval might be required by HR International Tax and additional fees apply.

Total Amount Requested

Enter the sum of all amounts listed in the Total Amount Requested field. The amount shown on all source documents for each check request must equal the amounts shown on the check request form. In cases where the two amounts differ, such as requesting reimbursement for partial items listed on a receipt, an explanation must be attached. The department submitting the check request will be held responsible for this calculation.

Please note that Disbursements does not short pay vendor invoices. If a vendor submits an invoice and you do not agree with the amount you should resolve this discrepancy and obtain a revised invoice from the vendor prior to submitting a check request to Disbursements.

Sales Tax Exemption

Vanderbilt University is exempt from sales tax. Please use the Tennessee State Sales Tax Exemption Number 100142007 or Federal Identification Number 62-0476822 so that the University will not be invoiced for sales tax. A copy of the form is available for download at https://www4.vanderbilt.edu/fis/accounting/Tax_Exempt_Form.pdf.

Sales Tax Reimbursement

On check requests for reimbursement of Vanderbilt University business expenditures, **sales tax will generally not be reimbursed**. This policy applies to expenditures made by faculty, staff, and students.

The sales tax exemption notice can be presented on purchases made with cash, and Vanderbilt University checks. Other available procurement/payment methods include purchase orders, the Procurement card (“PCard”) and e-Procurement, which will provide the same exemption benefit to the University. For travel, Vanderbilt has reciprocal exempt status in some states. A list is available at https://www4.vanderbilt.edu/fis/accounting/sales_tax_exemption.pdf.

The Chancellor, Vice Chancellor and the Dean's offices have the authority to approve reimbursement of sales tax on business expenditures on an exception basis. Approval for reimbursement of sales tax should be included with the demand check request.

Lesson 4: Check Distribution Instructions

Check one of the options offered for check distribution:

- **Mail to address shown above-** Disbursement Services will mail the check to the address included in the header if you choose this option.
 - Remittance attached- If a copy of the documentation must be mailed with the check to the vendor by the Disbursement Services office, check this option and include **two copies** of the remittance advice: one to remain with the request (for imaging and documentation purposes) and the other to go with the check. See page 15 for more details on supporting documentation.
- **Call for pickup-** check this option **if the check is payable to a Vanderbilt University employee or student.** A department contact name and number must be included. In this case, Disbursement Services will contact the individual noted for pick up once the check is ready for pickup.
 - If you have a case requiring that a check be picked up that is payable to a vendor you must provide a valid business reason on the front of the request. This arrangement will be subject to approval on an exception basis only by Disbursement Services Management because all vendor checks should be mailed from Disbursement Services for internal control purposes.
 - Checks can be picked up from the Disbursement Services office, located on the 11th floor of the Baker Building. See page 16 for detailed directions to this location. A valid Vanderbilt ID will be required.
- **Send to-** To be completed only when special instructions apply (e.g., the check needs to be overnighted to a specific physical location).

Check Distribution Instructions (mark only one)

<input type="checkbox"/> Mail to address shown above Remittance attached <input type="checkbox"/>	<input type="checkbox"/> Send to: <small>(Max. 3 lines of 25 characters)</small>	_____ _____ _____
<input type="checkbox"/> Call for pickup: Name: _____ Telephone: _____		_____ _____

Check Distribution Instructions



Lesson 5: Signatures

The number one reason Check Request forms are returned to departments unprocessed is because the signer is not authorized to sign check requests for the included centers.

Disbursement Services cannot process check requests without proper signatures. The check request Approver must be **AUTHORIZED** to sign check requests for the center(s) listed on the request. This lesson explains in detail how to ensure you have the proper signature(s) on your check request.

Requested by

The requestor clearly prints or types his/her name, signs and dates the form, and provides his/her daytime telephone number in the corresponding fields.

Implications of the Requestor's Signature

As stated on the check request form, when a requestor signs the form, he/she agrees to the following:

1. He/she has reviewed the expenditure, business reason, and documentation for appropriateness/compliance with VU policies.
2. Payment has not been requested or paid through any other VU payment process, such as the Procurement Card (PCard) or accounts payable or through any non-VU entity.

Approved by

The approver clearly prints or types his/her name, signs and dates the form, and provides his/her daytime telephone number in the corresponding fields.

The check request approver **must hold a position higher than the requestor** and **be authorized to sign check requests for the centers(s) included on the request form**. If the check request includes multiple centers, the approver should have check request signature authority for all centers, or multiple approvers must sign for their respective centers. Multiple fields are provided in case more than one approval signature is needed.

How to Determine who can Sign Check Requests

Use Privilege Management to see who has the **SigAuth-Check Request** privilege for the center(s) included on your check request form. If your form contains multiple centers, the signer must have SigAuth- Check Request for all of those centers, or multiple people will sign the form.

- Log into **Privilege Management** at www.vanderbilt.edu/ebiz or www.mc.vanderbilt.edu/ebiz.
- Log in with your VUnet ID and ePassword.
- Click the **Resource** tab.
- Type the center number into the field provided. When the dynamic search results show your center, click it in the list. (Note: if you press Enter without first selecting the center, you will get a blank screen.)
- The Resource Details page appears. Click the **by privilege** link near the top of the page.
- Click the plus sign next to **Procurement and Disbursements** to expand that category.
- Click the plus sign next to **SigAuth Check Request** to expand the privilege.
- Click the plus sign next to the dollar limit that is closest to and inclusive of the total dollar amount on your check request form.
- If a group labeled **Direct** appears, expand that group. Anyone listed under *Direct* can sign your form. If a group labeled *Direct* does not appear, expand the group labeled **Inherited**. Anyone listed under *Inherited* can sign your form.

(See example on next page.)

Vanderbilt University
privilege management

admin | reports | my worklist | my privileges | resource | person | help | logout

Resource Details Drill Up

Resource 1553100000
Resource Description PROCUREMENT SERVICES
Resource Type Center
Responsible Person NICHOLAS C

1. Use the Resource tab to look up the center(s) included on your Check Request form.

2. Click the **by privilege** link.

3. Click the **plus sign** next to Procurement and Disbursements.

4. Click the **plus sign** next to **SigAuth Check Req** and find the correct dollar limit below.

- Financial
- Human Resources
- Privilege Management
 - Procurement and Disbursements
 - BO Corp Viewer - APPO
 - eProcurement Viewer
 - SigAuth 1180/SSR
 - SigAuth Capital Req
 - SigAuth Check Req
 - Dollar Limit: < \$1,000
 - Direct
 - McCarthy, James P

Authorized signer for check requests up to \$1,000 for this sample center.
****Note that your centers will not have the same people as this example shows assigned.****
 - Dollar Limit: < \$10,000
 - Dollar Limit: All

SigAuth Check Req Privilege in Privilege Management

Implications of the Approver’s Signature

As stated on the check request form, the approver agrees to the following:

1. He/she has reviewed the expenditure, business reason, and documentation for appropriateness/compliance with VU policies.
2. Payment has not been requested or paid through any other VU payment process, such as the Procurement Card (PCard) or accounts payable or through any non-VU entity.
3. He/she has the appropriate authority to approve the expenditure on the accounts and centers listed.

Lesson 6: Supporting Documentation

Below are minimum requirements – your department may have stricter requirements.

Requests for payment via demand check request should have **original** complete back-up documentation and/or an invoice. Copies of supporting documentation will not be accepted unless the original documentation (receipt or invoice) cannot be obtained. Personal checks and credit card statements are not acceptable documentation unless no other receipt was provided.

If you lose a receipt, contact the provider of the services. Most hotels, airlines, and car rental agencies will be happy to provide you with a copy of your receipt. When submitting a duplicate copy of a receipt or alternate documentation, please include a memorandum or statement, signed by the person incurring the expense and the person approving the expense, stating that:

- No original receipt is available
- The expense was on behalf of the University
- The item and amount of the expense are accurate
- No other reimbursement of expense has been or will be sought or accepted from any source

Examples of Documentation:

- Business Meal
 - Date
 - Place
 - Identities of the persons who took part
 - Nature and duration of the business discussion or activity (if not otherwise apparent)
 - Business purpose for the expense or the business benefit gained or expected to be gained.
 - Original cash register receipts for all meals greater than \$25
- Reimbursement of a Business Expense
 - Original cash register or credit card receipts for any expense over \$25.00

- Honorarium
 - Documentation showing payee’s name, date, event, and business topic such as a printed program, flyer, the VU speaker’s agreement or written communications with the third party
- Subject participation
 - Legal name of the payee, address, social security number, and amount
 - Memo describing the study including the dates of participation
- Stipends
 - Award letter to student receiving stipend

Supporting Documentation for Entertainment

The table below is published by the IRS and explains what documentation the IRS requires to support travel and entertainment expenses:

Table 5-1. How To Prove Certain Business Expenses

IF you have expenses for...	THEN you must keep records that show details of the following elements...			
	Amount	Time	Place or Description	Business Purpose and Business Relationship
Travel	Cost of each separate expense for travel, lodging, and meals. Incidental expenses may be totaled in reasonable categories such as taxis, fees and tips, etc.	Dates you left and returned for each trip and number of days spent on business.	Destination or area of your travel (name of city, town, or other designation).	<u>Purpose:</u> Business purpose for the expense or the business benefit gained or expected to be gained. <u>Relationship:</u> N/A
Entertainment	Cost of each separate expense. Incidental expenses such as taxis, telephones, etc., may be totaled on a daily basis.	Date of entertainment. (Also see <i>Business Purpose</i> .)	Name and address or location of place of entertainment. Type of entertainment if not otherwise apparent. (Also see <i>Business Purpose</i> .)	<u>Purpose:</u> Business purpose for the expense or the business benefit gained or expected to be gained. For entertainment, the nature of the business discussion or activity. If the entertainment was directly before or after a business discussion: the date, place, nature, and duration of the business discussion, and the identities of the persons who took part in both the business discussion and the entertainment activity. <u>Relationship:</u> Occupations or other information (such as names, titles, or other designations) about the recipients that shows their business relationship to you. For entertainment, you must also prove that you or your employee was present if the entertainment was a business meal.
Gifts	Cost of the gift.	Date of the gift.	Description of the gift.	<u>Relationship:</u> Occupations or other information (such as names, titles, or other designations) about the recipients that shows their business relationship to you. For entertainment, you must also prove that you or your employee was present if the entertainment was a business meal.
Transportation	Cost of each separate expense. For car expenses, the cost of the car and any improvements, the date you started using it for business, the mileage for each business use, and the total miles for the year.	Date of the expense. For car expenses, the date of the use of the car.	Your business destination.	<u>Purpose:</u> Business purpose for the expense. <u>Relationship:</u> N/A

Table 5-1: IRS Guidelines for Proving Certain Business Expenses



Foreign Currency

If receipts for reimbursement are in a foreign currency, and the payee has requested reimbursement in US Dollars, enter all amounts on the Check Request Form in U.S. dollars and attach a conversion chart (specific to the dates on the receipt). If the conversion factors are not available on the documentation/receipts, use the free online tool at <http://www.oanda.com/convert/classic> to convert foreign currency into U.S. dollar amounts. This tool will allow you to look up exchange rates for the specific dates of your expenses.

Example: a receipt for books purchased online for 65 Euros on February 26th, 2009 shows that the reimbursement in U.S. dollars is \$83.28.

Thursday, February 26, 2009
65 Euro = 83.28450 US Dollar
65 US Dollar (USD) = 50.72973 Euro (EUR)
Median price = 1.28117 / 1.28130 (bid/ask)
Minimum price = 1.26897 / 1.26906
Maximum price = 1.31805 / 1.31820

As a tool Disbursements Services developed the following:



Check Request Checklist

Verify that you have filled in all information requested on the form before sending it to Disbursement Services for processing. **If information is missing, the form will be returned to you, unprocessed.**

- Residency Status is indicated- U.S. or non-U.S. citizen.
- Payee type (vendor, employee, student) is selected.
- Payee name, address, city and state, zip, Tax ID (or SSN, for individuals) is completely filled out.
- Business purpose is provided.
- If request is for entertainment or business meal reimbursement, the following information is included: business purpose, attendees, date, time, and place.
- All of the necessary account and center numbers are included.
- You printed your name, signed and dated the request and provided your phone number.
- An **authorized** approver (or approvers) signed and dated the request. Printed name(s) and phone number(s) are provided.
- Original**, proper, supporting documentation is included with the check request form.
- If requesting to pick up a check **payable to a vendor** a business reason for the pick up is provided.
- Any payment **deadline** or **due date** is noted on the request.

Turning In a Completed Check Request

Send completed check requests to Disbursement Services via Campus Mail:

Disbursement Services
VU Station B #351810

The turnaround time for check requests to be processed will generally be three (3) to five (5) business days from the date of receipt in the Disbursement Services office. Checks to employees and students will be available the day after the request is processed. Checks to third parties will be printed and mailed according to established payment terms for that vendor. Vanderbilt's standard payment terms are currently net 45 days from the date of the invoice.

Additional time may be added to these turnaround times if the check request charges restricted funds, agency funds or is payable to a non-US citizen/permanent resident. For checks being mailed ample time should be allowed for delivery by either U.S. or campus mail.

The status of a check request and the scheduled payment date will be available in InfoView the day after the request is processed. For InfoView and PDS reporting instructions visit <http://www.vanderbilt.edu/procurement/reporting/index.shtml>.

Rush Checks

If your check request is of an urgent nature, mark the request “**RUSH**” and include the reason for the rush. All “RUSH” requests require approval by the department head prior to submission to Disbursement Services. **ALL RUSH REQUESTS MUST BE HAND-DELIVERED TO DISBURSEMENT SERVICES AND LOGGED INTO THE RUSH LOGBOOK AT THE FRONT DESK** in the Baker Building (directions below).

Be mindful that rushes...

- logged before 11:00 AM will normally be processed the same day and a check will be ready the next day.
- logged after 11:00 AM will normally be processed by the end of the next day.

All RUSH requests are reviewed by Disbursements management for appropriateness prior to being processed as an emergency request.

Directions to the Baker Building

From the intersection of West End Ave and 21st Ave South, proceed south on 21st Ave South to Terrace Place. Turn left on Terrace Place. Then, take the next left into the Baker Building Garage. One hour parking is free in marked spaces on the first level of parking. Take the elevator to the 11th floor. When exiting the elevators, Disbursement Services’ suite is to your right, at the end of the hall. When you reach the end of the hall, turn left to see the door to suite 1110.

Following Up on a Demand Check Payment

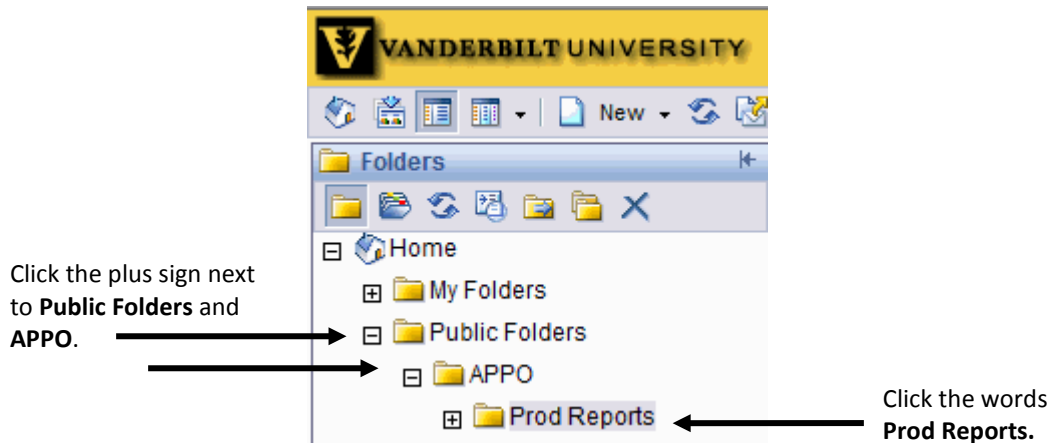
If you have access to the APPO online reports in InfoView for the center(s) charged on the check request, you can run the **Demand Check Status** report to see if the check has been issued. The link below contains information on obtaining access to these reports and how to run the reports.

<http://www.vanderbilt.edu/procurement/reporting/index.shtml>



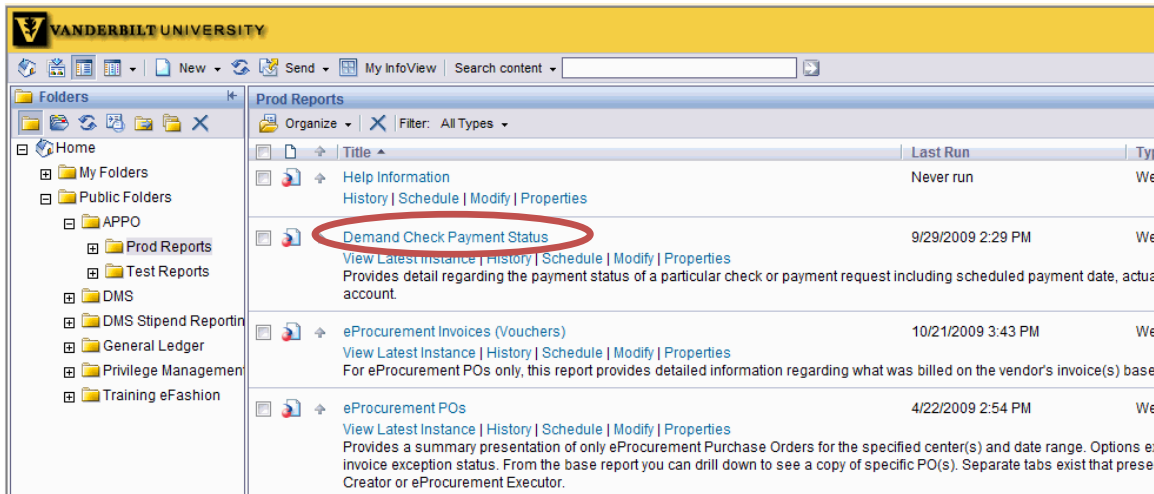
Steps: Running the Demand Check Payment Status Report in InfoView

1. Log into InfoView XI at www.vanderbilt.edu/ebiz or www.mc.vanderbilt.edu/ebiz.
2. Click the plus sign to expand **Public Folders**.
3. Click the plus sign to expand the **APPO** folder and click the **Prod Reports** folder itself (not the plus sign).



Navigating to the APPO Reports in InfoView

4. Click the **Demand Check Payment Status** report title in the pane on the right.



Navigating to the Demand Check Payment Status Report

5. In the prompt window, enter the **demand check reference number**, found in the upper right hand corner of the Check Request form. This number must be preceded by the appropriate **capitalized prefix**. *Note that the full list of prefixes and instructions for running this report are included on the main screen next to the prompts window.*
 - Do not change the field for Business Unit, which contains VANDY.
6. Click the **Run** button to generate the report.

1. Identify the correct **prefix** for your check request number using the lists below.

2. Type in the **prefix and check request number** here.

3. Click **Run**.

Note that you are on the **Instructions** tab. Once you generate the report, you must click one of the other tabs to the right to view payment data.

	Medical Demand Check	University Demand Check	Medical Demand Check	University Demand Check
Check Request	CR	CR	Cash Travel Advance	C
Stipend Request	ST	ST	Super Saver Advance	A
Std Accts Refund	n/a	SR	Hotel Deposit	H
			Registration Fee	R
			Travel Expense Report	P
				TR

For payment information on forms with no pre-assigned numbers, or for other questions related to payment of check requests, please contact the appropriate office below. Please include the following information in your message, or have the information available when calling the processing office.

Payment Request Number (if applicable)
Date Requested Submitted
Payee
Amount
Your Phone Number

	Medical Demand Check	University Demand Check
E-mail	mc.demand.check@vanderbilt.edu	disbursement@list.vanderbilt.edu
Phone	615-322-2381	615-322-2911

Running the Demand Check Payment Status Report

7. The report's instructions screen will continue to show when the report is generated, so your screen won't change. **YOU MUST CLICK EITHER THE PAYMENT INFO OR CHECK CLEARED DATA TAB** at the bottom of the screen to see report information.
8. **Payment Info Tab**- this tab, located to the immediate right of the Instructions tab at the bottom of the screen, shows the voucher number generated by Disbursement Services when it processed the Check Request form. The **Pmt Hold** column shows whether or not the payment is on hold, and the **Schedule to Pay** column shows when the demand check was or will be issued.
9. **Check Cleared Data**- this tab shows whether the check has been paid and when it cleared the bank. As noted on this report, *The Check Cleared Date is updated once a month, normally during the first 10 days of the month.* Check with the appropriate central accounting office if you need more details on when the check cleared the bank before the report updates.
10. **Check Address Data**- shows to where the demand check was mailed, if applicable.

Best Practices for Check Requests

The following tips are intended to save you time in submitting check requests and to get your check requests processed efficiently:

1. Use the checklist on page 18 to make sure you filled in all information on the Check Request form.
2. Attach all required original supporting documentation to the check request.
3. A check request should be submitted to provide plenty of time for processing while not being submitted too early that it creates problems.
 - For example: A speaker (who is a US citizen) is going to be presented an honorarium check at the conclusion of his lecture on March 25th, 2009. The check request should be submitted to Disbursements no earlier than March 1st and no later than March 20th. This will ensure that the charge goes against the center during the proper accounting period and that the vendor has reportable income during the correct period of time as well.
4. If you have check requests for small dollar amounts (e.g., less than \$10), collect the requests over a reasonable period of time and submit them as one request.
 - E.g., if you have \$5 parking expenses for a seminar you will attend four times in a month, wait until the end of the month, and submit one \$20 check request for all four parking expenses.
 - A relatively high cost is associated with the time to complete, approve, submit and process the form and issue a check. You save time—and therefore money—for your department and the University by consolidating low-dollar requests into one check request.

Please check the PDS website for other preferred purchasing methods such as P-Card, Purchase Orders, etc. before paying your expense by Demand Check.

www.vanderbilt.edu/pds