

## Check Requisition

A check requisition should be used for purchases that do not lend themselves to the use of a purchase order. In addition to usual budget approvals, any check requisition of \$2,000 or more must also be signed by the Vice President for Business and Finance, Room 806, Auditorium Building. Completed check requisitions should be submitted to the Business Office, Room 801 Auditorium Building, for processing and payment.

### How to Complete a Check Requisition Form:

**Vendor name and address.** Indicate who is to be paid. If you are paying an **individual**, as opposed to a business, please **include the individual's social security number**. Roosevelt University is required to report all non-employee compensation to the IRS. Do not use the check requisition to reimburse employees. Employee reimbursements should be submitted on an Employee Expense Report.

**Attach supporting documents.** The **original** vendor invoice or other supporting documents must be attached to the check requisition. One check requisition can be used to pay multiple invoices if necessary.

**Information to be entered on check stub.** Usually the invoice number. If other information should be entered, please indicate here. There is only space for 8 characters in this field on the check stub, so be brief.

**Explanation for request.** Brief explanation for the check requisition. For example: one toner cartridge, honorarium for musical performance 5/2/02, Donor's Forum registration fee for 7/01/02 meeting, etc.

**Charge To.** Indicate the account which should be charged for the purchase. Some check requisitions may require more than one account number.

**Approvals.** The check requisition should be signed by the department head originating the requisition. If the department head is not an approved budget administrator, or if the requested amount exceeds their budget authority, the check requisition must also be signed by the appropriate dean or vice president. The completed check requisition should be forwarded to the Business Office, Room 801 Auditorium Building, for processing. Normally, check requisitions are processed within five business days of receipt by the Business Office.

**Check Return.** Checks are mailed directly to the payee by the Business Office. If you require the check be returned to you, please indicate your name as well as room or phone number at the bottom of the check requisition.

**Questions.** If you have any questions, please contact Accounts Payable at extensions 3576, 2212, or 3575.