

## Stephens College Check Request Procedures

These procedures address what to submit to accounting to process payments.

### **Deadline**

Check requests received by 5:00 p.m. Monday will be paid that Friday or by the due date on the invoice if the due date is later. Check requests received by accounting on or after Tuesday will be processed the next week.

Checks held for pick up are available after 12:00 on Friday from the cashier. All other checks are mailed or sent to a campus box.

### **Check Request Forms**

Submit one check request form for each vendor paying (Example: A request for payment for two invoices from Office Depot can use one check request form.)

Payee	Who the check is to be written to
Disposition of Check	Put an X in the appropriate box Include the campus box or address if applicable
Account Number	Your budget line account number
Description	Displays on your budget line Limited to 30 characters Total amounts with same description and same account number on one line
Amount	Dollar amount for the account number
Other Instructions or Comments	For example: Please include the attached copy with the payment.

Please allow adequate time for processing and mailing before the payment is due. If a discount for early payment applies, please submit timely to take advantage of the discount.

### Approvals Required

- Preparer- Employee responsible for initiating request. The check request will be returned to the preparer for
  - Inadequate supporting documentation
  - Mismatch of dollar amount on check request and supporting documentation
  - Missing required signatures
  - Erroneous account number
- Supervisor for requests under \$100
- Department head for requests between \$100 and \$1,000
  - If purchasing for another department, that department head signature is required
- Senior administrative staff for purchases over \$1,000
- For requests over \$2,000, the VP of Finance will approve when signing the checks

- For recurring monthly bills over \$1,000 contact accounting

Signatures are cumulative; the preparer and department head sign all requests with an additional senior administrative staff signature for requests over \$1,000.

#### **Attachments to Check Request Form**

- Original documentation-no copies or statements
- If a copy of the invoice needs to be sent with the check, please include a copy
- Staple to the invoice the packing list and purchase order if applicable.
- List of diners and business reason for meals

#### **Sales Tax**

- Stephens is exempt from sales tax and purchases should not include sales tax
- Stephens College Missouri Tax ID Number is 10045457
- The tax-exempt letter is available from the Stephens College cashier

#### **Petty Cash**

To replenish petty cash prepare a check request form for the amount of the funds that have been disbursed. Attach the original receipts and documentation that total the amount requesting.

Checks made out to “Petty Cash” must be picked up at the cashier’s office.

All petty cash is to be returned by the end of each fiscal year. Submit all receipts and remaining cash to accounting by May 31.

#### **Reimbursements**

Attach to the check request the original invoice or purchase documentation with the proof of payment such as a paid receipt, a copy of the cancelled check or credit card statement. If you wish to retain a copy of the receipt, make a copy for your records and submit the original.

#### **Mileage**

- The current mileage rate is \$.45 per mile for a personal vehicle used for College business
- Provide a reasonable estimate of the miles traveled. A Mapquest report is adequate supporting documentation

#### **Vehicles rented for College business**

- Gas receipts are submitted instead of mileage reimbursement
- Vehicles should be rented under the College name
- Submit the rental agreement form to accounting

A check payable to the check requestor needs to be signed by their supervisor. If a supervisor is the payee and the amount requested is less than \$200 accounting can authorize the request.

### **Missing receipts**

If a receipt for an expense is lost or unobtainable fill out a Missing Receipt form.

### **Travel Advances**

In the description field of the check request enter the dates, location and purpose of the trip. Leave the Account Number field blank.

Within 14 days of returning from the trip, turn in to the accounting supervisor, Matt Arms (Campus Box 2006):

- Trip receipts
- An itemized list of expenses without a receipt
- Descriptions and account numbers for the expenditures with the signature of person who authorized the trip
- Cash not spent  
The total of the receipts and returned cash must equal the amount advanced
- Accounting will issue the employee a refund if the expenses are greater than the cash advance

The employee will be held personally responsible for expenditures not accounted for within 2 weeks of returning from the trip. The charge may be billed to the employee charge account for reimbursement, or considered taxable income to the employee according to IRS regulations.

### **Purchase Orders**

If the purchase is made from a purchase order

- Attach the purchase order to the invoice
- Send the invoice and purchase order to
  - David Fox in Purchasing (Campus Box 2152)
  - Purchasing will submit the invoice to accounting for payment

### **Emergency Checks**

Checks that cannot wait until the next check run involve a disproportionate amount of extra time for accounting to process. Please avoid requesting emergency checks. However, the accounting office does recognize the occasional need for an emergency check. When this is the case, submit a check request form with the required documentation and signatures.

Emergency checks are signed by the VP of Finance who may not be immediately available. Please allow appropriate time for processing.

### **Professional Services, Contracts and Stipends**

The Professional Service Contract & Check Request form is used to request payment for non-employee professionals who provide a service to the college.

This form serves as a contract for one time appearances, guest lecturers or for grant contracts. Except for honoraria, the payee signs this form.

Submit a W-9 with the first check request for the vendor.

Accounting will set up the payment schedule the contract stipulates unless the payment is based on performance and requires additional authorization for payment. If so, please note the payment schedule on the form.