

Western New England University
Procurement Office

**CHECK REQUEST
& REQUEST FOR REIMBURSEMENT**

Date: _____

Date Required: _____

Please issue a check as follows:

Employee: _____ Student: _____ *Other: _____

**Note: if vendor has never been paid before, a W-9 will be required!*

Name (Individual or Organization): _____

Address (Please be sure to provide an address for all payment requests!!):

Please Check the Appropriate Item Below:

_____ Mail Check to the above address

_____ Hold check for pick-up (please attach
an envelope marked "HOLD")

Amount of Request: \$ _____

Account(s) to be charged: _____ \$ _____

_____ \$ _____

Explanation of expenditure:

Instructions: Please include any documentation needing to be mailed with the check; a copy of any pertinent documentation should also be attached to the check request as backup.

Requested by (signature): _____

Date: _____

Printed name: _____

Approved by (signature): _____

Date: _____

Printed name: _____

Note: please type or write all info legibly to avoid errors or confusion, causing a delay of payment.

Reminder: if printing this form from online, it must be done on yellow paper.

PROPER USE OF A CHECK REQUEST-REIMBURSEMENT FORM

Purpose:

A Check Request Form is used to request a check when payment is required for goods or services and *only* when no invoice is available (or not provided), or for reimbursement of goods purchased on behalf of the University. Please use a TME Form when reimbursement is for travel, meals, or entertainment. This form should *not* be used in the place of normal purchases that require a Purchase Order.

NOTE: Do not use this form for travel or other types of advances; please use an **Advance Form** (available from Procurement Services).

Procedure:

- Completely fill out the form. No form will be processed if requested information is missing.
- Send the completed form to the Procurement Services Department. The Check Request will be processed and paid according to the required date (Note: Only if paperwork is received in Procurement Services by *4:00 pm on Mondays* a check can be available by that Friday for pickup @ Enrollment Services, or can be mailed out).
- If held, a check needs to be picked up within two weeks of being processed; if not, it will automatically be mailed out after that point.
- Originals of any pertinent documentation **MUST** be attached to each Check Request.
- If have an invoice, do *not* use a Check Request; sign and return the invoice itself.

Examples:

Examples of when a Check Request form should be used:

- An application for subscriptions, memberships or registrations where payment must accompany the order or registration form. (*)
- When a reimbursement is required for goods purchased; *not* for travel, meals, or entertainment-related expenses (use the TME form for those reimbursements).
- Performers, speakers, honorariums, etc., that present at the university and require payment, but have no formal invoice (Note: please remember to submit a W-9 with the Check Request for all speakers, performers, etc.)
- In any situation when a payment is required, but no invoice is available.

Note: any payment for services provided by employees of the University **must** be submitted to Payroll using an Additional Compensation form, and not requested on a Check Request.

(*) *Please provide any documentation needing to be mailed with the check.*