

Check Request Guidelines

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AUTHORIZED INCIDENTAL ITEMS AND NOTES

Complete all appropriate fields on the form. Do not use the form except for the processing of authorized items as identified below. The individual approving the payment must have signature authority on the account identified and may not be the same person requesting the payment. *This form is not to be used for employee reimbursements.

	Transaction Type	Dollar Limit	Notes
1	Accreditation	None	Accreditation expenses and travel directly associated with the bringing of an accreditation team to the University. This does not apply to printing and other such expenses associated with visit.
2	Advertisements	None	Newspaper and/or journal advertisements must include copies of tear sheets (actual copies of each publication of the printed ad) along with the invoice.
3	Caterers/Food Service/Hospitality	\$1,000	Aramark is the University's designated provider and should be used for all campus events that are in need of catering. (With the exception of Concord Campus). In that regard, Aramark has the right to first refusal. If you would like to have an on campus event catered, please use the online system for ordering through Aramark which is directly billed to the University. *In the event that Aramark is unable to provide service, outside catering or other food services may be used. Such cases must be documented and a hospitality form should be attached in order to request for your reimbursement. * If paying out of pocket for a provider other than Aramark, there is a \$100 cap per on campus event and a Travel claim form must be filled out for reimbursements.
4	Equipment Repair	See Repairs	
5	Film, Video & Audio Rentals	\$1,000	
6	Memberships	None	If both University and individual membership is offered, membership must be for the University.
7	Police Booking Fees	None	
8	Recruitment Expense	None	Hotel recruitment expenses are limited to the cost of the hotel room, plus tax. No allowance is made for incidentals or telephone calls. Departments are urged to have applicants make the actual expenditure and file a travel expense claim.
9	Registration Fees	Exception	Registration fees are normally paid via the Procurement Card or a check request. For other unforeseen circumstances, please contact Accounts Payable. The appropriate administrator is responsible to ensure fees are not duplicated.
10	Repairs to Office Machines Lab Equipment <u>sent off-campus</u> for repair	\$1,000	-On-campus repairs must go through Purchasing on a purchase order. -Off-campus repairs have exceptions that are part of a program established by Purchasing and cannot exceed a \$1,000 limit.
11	Grant Stipends	None	Grant Stipends are amounts paid to individuals for particular services related to the specific nature of the grant. Examples might be individuals (students or non-students) participating in a research study. Because this can be a complex issue, approval must be obtained in advance from ORSP – Office of Research and Sponsored Programs prior to use of this process for payments.
12	Student payments	\$1,000	Miscellaneous student payments such as, student refunds for keys, library, etc. For scholarships or any student initiated refunds, please continue to use Student Refund and Scholarship forms.
13	Subscriptions	None	
14	Testing Scoring Services	None	
15	U.S. Postal Service	None	For Campus Mailroom meter replenishment only.

Note: Several service categories were removed from the Check Request process due to CSU insurance coverage requirements.

Revised: 12-09-13

*For **Reimbursements to Employees**, a travel claim form is needed instead of a Check Request.