

CHECK REQUEST INSTRUCTIONS AND FORM

Check Request Form Guidelines:

A Check Request Form may be used for:

- Individual student travel reimbursements or non-scholarship awards
- Prospective employee or non-employee travel reimbursements
- Filing and licensing fees
- Postal services or postage
- Registrations when PCard is not accepted
- Food Purchases – Food Justification Form must be attached unless food is used for research in a lab/classroom or is for consumption by animals.

A Check Request Form **may not** be used for*:

- Memberships – Please complete the Membership Request Form found [here](#).
- Employee travel – Employee travel is processed through Concur.
- Employee reimbursements when personal funds are used for TWU business. Employee reimbursements are processed through Concur.
- E&G - Fund Class 110 chart strings.
- Student Scholarships or Stipends related to tuition & fees.
- When there should be a PO or there are no remaining funds on a PO – Contact Procurement for next steps.

Check Request Form Instructions:

1. Complete the Payee Information.
 - a. Select whether the Payee is a TWU Student.
 - b. Initiating departments must input the supplier number for the Payee. To find the Payee's supplier number, run the Supplier Report in Oracle Cloud.
 - i. Information on Oracle Cloud reports may be found [here](#). Search for "active suppliers" or navigate to the */shared/Custom/Reports/Purchasing* folder. The report is named *TWU Active Suppliers With Category*.
 - ii. If there is no supplier number for the Payee, the Payee must register as a supplier (information [here](#)).
2. If necessary, add Special Handling instructions. This is not a required field.
3. Complete the Description section explaining the request.
4. Complete the Departmental Account Information. Ensure the account has sufficient funds.
5. Add the Preparer Name and sign as the Preparer.
6. Obtain the necessary Authorized Signatures:
 - a. Department Approver review and signature is required. Preparer and Department Approver may not be the same individual. To find the Department Approver, run the TWU Purchasing Approvers Report in Oracle Cloud following the instructions [here](#).
 - b. Department Head review and signature may be required based on the department's internal procedures. The department is responsible for communicating and enforcing this requirement.
 - c. If using a grant account string, Office of Research & Sponsored Programs' review and signature is required.
 - d. If the Payee is a TWU Student, Financial Aid's review and signature is required.
 - e. Divisional Vice President review and signature is required.
 - f. If the amount is greater than \$5,000, Vice President for Finance & Administration signature is required.
 - g. If proper policies have not been followed, Vice President for Finance & Administration signature is required.
7. Email the Check Request Form with all supporting documentation to TWUPayables@twu.edu.

A Check Request Form will be returned to the Preparer if the above instructions are not followed.

Please allow 7-10 business days for Accounts Payable to process.

**Some exceptions may apply at the discretion of Financial Services.*

Check Request



TEXAS WOMAN'S
UNIVERSITY™

**Is Payee a TWU Student? Yes No

Payee Information		Special Handling
Date:		
Name:		
Address:		
City, State, Zip:		
Supplier #:		

Description

Departmental Account Information									
<u>Fund Class</u>	<u>Fund Source</u>	<u>Department</u>	<u>Natural Account</u>	<u>Function</u>	<u>Project</u>	<u>Interfund</u>	<u>Future 1</u>	<u>Future 2</u>	<u>Amount</u>
Check Total									

Authorized Signatures (*Required for Financial Services Processing)	
*Preparer:	Signature/Date:
*Department Approver:	Signature/Date:
<i>Authorizer: I certify that I have reviewed the claims associated with this payment request, have found them to be in compliance with TWU policies, and authorize payment from the account indicated.</i>	
Department Head:	Signature/Date:
ORSP (All Grant Accounts):	Signature/Date:
**Financial Aid (If Payee is a TWU Student):	Signature/Date:
*Vice President:	Signature/Date:
Vice President for Finance & Administration:	Signature/Date:

Once completed, email form and supporting documentation as a combined attachment to TWUPayables@twu.edu

Financial Services:	Signature/Date:
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