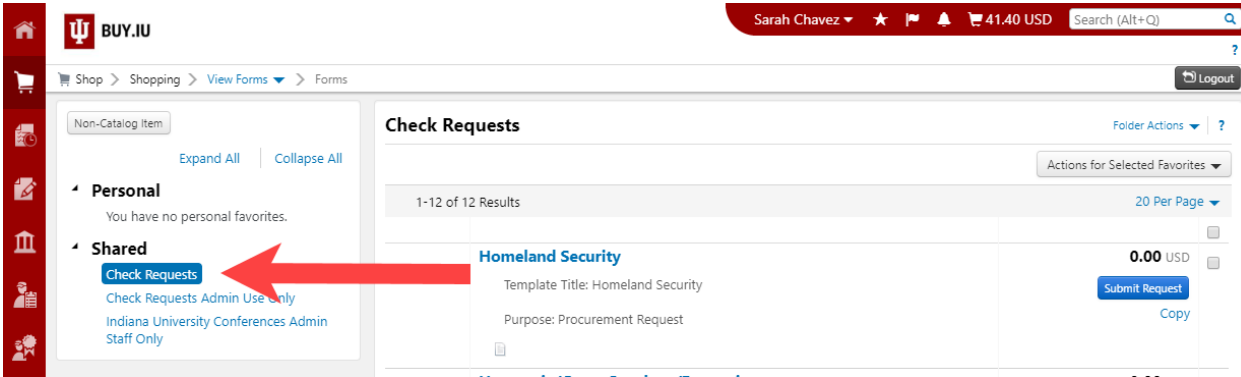


Indiana University Office of Procurement Services

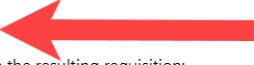
STANDARD OPERATING PROCEDURE

SOP NO:	SOP-PURCH-17
SUBJECT:	Check Requests (Replacement for KFS Disbursement Vouchers)
SOURCE:	University Procurement Services
ORIGINAL DATE OF ISSUE:	February 2020
DATE OF LAST REVISION:	October 2020
DISCLAIMER:	The information provided in this Standard Operating Procedure (SOP) is designed to provide helpful information on this procedure. Purchasing reserves the right to determine on a case by case basis if a SOP should be adjusted for a particular situation. This SOP is not intended to cover each and every situation nor can it anticipate specific circumstances.
RATIONALE:	<p>Check Requests are appropriate in one-time payment situations and are commonly used to pay for services. If purchases or payments will continue to be made over a period of time, a Check Request is not appropriate. Establish a Recurring or Blanket order instead by referring to SOP-PURCH-10.</p> <p>Goods are rarely purchased using a Check Request form. Instead, a Catalog or Non-Catalog Item order should be created.</p> <p>In addition to the goods and services listed on the APO Restrictions list, Check Requests may not be used to purchase the following types of goods or services. Instead, establish a Catalog or Non-Catalog Item order.</p> <ul style="list-style-type: none"> • Capital purchases. • Payments for computer software and/or upgrades. • Consulting fees. • Trophies, plaques, and other prizes. • Telecommunication charges. • Advertising. • Credit and collection services. • Temporary services. • Workshops. • Exhibits. • Hospitality. • Legal services. • Online subscriptions and/or data sets. • Magazine and newspaper ads. • Photographs. • Photographers and videographers. • Printing.
PROCEDURES :	<p>Locate a Check Request form by clicking the Forms shortcut on the Shopping home page. A full listing of Check Requests is available in the Shared section.</p>  <p>Click the form name or the Submit Request button to begin completing the Check Request form.</p>

Completing the Check Request Form

Every Check Request contains an Instructions section which defines when the Check Request may be used. **You must only use the Check Request form in the situations described in this section.** For example, Honoraria/Guest Speakers/Entertainers may only be used to process payment for services such as artist fees, guest speakers, honoraria, and entertainers.

[Contact Purchasing](#) if you are unsure which Check Request form suits your situation, or if a Check Request is appropriate.

Honoraria/Guest Speakers	Instructions	Request Actions	History	?
Form Number 2231049	This Check Request form should be filled out for: <ul style="list-style-type: none">• Payments for services such as artist fees, guest speakers, honoraria, and entertainers.			
Purpose Procurement Request				
Status Incomplete	For Honoraria/Guest Speakers/Entertainers, you should only use the following object code(s) on the resulting requisition: 4535			
Instructions				
Suppliers	✓			
Form Fields	✓			
Honoraria/Guest Speakers	✓			
Substantiation Document...	✓			
Review and Submit				

Additionally, every Check Request form requires substantiation documentation. This documentation is attached directly to the Check Request form and strives to prove to an independent party, such as an auditor, that the payment was:

- Necessary,
- Appropriate to the occasion,
- Reasonable in amount and,
- Serving a bona fide university business purpose.

The type of documents used to meet the criteria above varies depending on the type of Check Request being submitted. For example, substantiation documentation for the Reimbursement for Supplier Out of Pocket Expense form may consist of a supplier-prepared receipt and a description of the reason for the purchase. Documentation used with the Prizes, Honors, and Non-IU Student Awards form may consist of a letter to the student which outlines the stipulations and amount of the award they are receiving. Regardless, substantiation documentation must contain the following details:

- Itemized list of goods or services purchased and the cost associated with each,
- Date of purchase/performance,
- Payee name,
- *If issuing a refund or reimbursement: proof of payment.*

In limited circumstances, a Payee Certification may be used in place of a supplier invoice. This form is completed and signed by the supplier and contains the criteria listed above. **The Payee Certification form may only be used with the Honoraria/Guest Speakers/Entertainers and Payment to Research Participant Check Request forms.**

Properly redact all critical data prior to uploading substantiation documentation in BUY.IU. If critical data must be visible to substantiate a payment being made, select "No" in the Substantiation Documentation section and securely store the information in your department for the remainder of the current fiscal year and the entirety of the next seven fiscal years.

Honoraria/Guest Speakers **Form Fields - Substantiation Documentation** Request Actions | History | ?

Form Number: 2231476
 Purpose: Procurement Request
 Status: Incomplete

★ Response Is Required

Instructions
 A note on critical data: Critical data (SSN, card numbers, bank accounts, visa info, etc.) in attachments must be redacted prior to uploading. For questions on the institutional data that is categorized as critical, please see: <https://datamgmt.iu.edu/types-of-data/classifications.php>. Information on properly redacting sensitive data is available [here](#). If documentation is better stored securely in a local location, justification is required below.

Substantiation Documentation
 Is the substantiating documentation applicable for uploading? *

Yes No

Review and Submit

Completing the Requisition

BUY.IU does not require information in these fields and will not prompt you to enter this information.

In addition to the basic Requisition fields, information must be entered in the Special Payment Instructions section. Here, check stub text is entered which appears on the payment made to the supplier. Click edit in the upper right-hand corner to make changes.

Requisitions: 128474551 **Special Payment Instructions** Document Actions | History | ?

2020-01-24 0002000838 01

Status: Draft
 Document Total: 41.40 USD
 What's next for my order?

Requisitions

- General ✓
- Shipping ✓
- Billing ✓
- Accounting Codes ✓
- Internal Notes and Attachm... ✓
- External Notes and Attachm... ✓
- Integration ✓
- Special Payment Instructi... ✓
- Recurring Payments ✓

Wire transfer/foreign draft stated in: no value
 Check Stub Text 1: Payment for speaking at IU Biology symposium 1.25.2020. Thank you!
 Check Stub Text 2: no value
 Check Stub Text 3: no value
 Check Attachment Requested: x
 Check Special Handling Requested: x
 Check Special Handling Campus: no value
 Check Special Handling Instructions Text 1: no value
 Check Special Handling Instructions Text 2: no value

Lines Selected Line Item Actions

PerkinElmer Inc. more info...
 Fulfillment Address 1
 710 Bridgeport Avenue, Shelton, CT 06484 US

This section also contains the Check Attachment Requested or Check Special Handling Requested options. Depending on your payment situation, you may need to complete these sections. Review SOP-PURCH-16 for additional information.

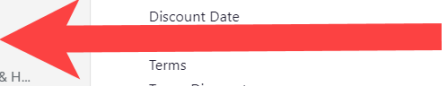
Check Requests which result in payment via wire transfer or foreign draft must have additional details entered in the Special Payment Instructions section. Review the Payment via Wire Transfer or Foreign Draft instructions for details.

Payment Generation

When a Requisition containing a Check Request form reaches completed status, BUY.IU automatically generates a Purchase Order and an Invoice document.

The Invoice document generates the payment requested on the Check Request form. **It is not necessary to submit supplier invoice documentation to generate payment.** This information should have been included in the substantiation documentation attached to the Check Request form.

Check Request Invoice payments are generated the next business day after the Invoice is created. The due date field on the Invoice **does not** reflect when the payment will be or was made. Instead, review the Payment Information section of the Invoice for these details.

	<p>Invoices: SI0475642 2020-10-21 0001342704 01</p> <p>Supplier Invoice No.: SI0475642 Supplier: Society for Chemic... Status: Completed Document Total: 500.00 USD View Related Documents</p> <p>Invoices ▾</p> <p>Summary</p> <ul style="list-style-type: none"> General Addresses Note/Attachments Integration Payment Information  Discount, Tax, Shipping & H... Special Payment Instructions Recurring Payments Tax Information Codes 	<p>Summary Document Actions ▾ History ?</p> <p style="text-align: right;">Expand All Collapse All</p> <p>▾ General</p> <table border="0"> <tr> <td>Invoice Type</td> <td>Invoice</td> </tr> <tr> <td>Pay Status</td> <td>Paid</td> </tr> <tr> <td>Invoice Number</td> <td>SI0475642</td> </tr> <tr> <td>Supplier Invoice No.</td> <td>SI0475642</td> </tr> <tr> <td>Supplier Account No.</td> <td>no value</td> </tr> <tr> <td>Supplier Name</td> <td>Society for Chemical Hazard Communication more info...</td> </tr> <tr> <td>Invoice Date</td> <td>10/21/2020</td> </tr> <tr> <td>Discount Date</td> <td>no value</td> </tr> <tr> <td>11/20/2020</td> <td>11/20/2020</td> </tr> <tr> <td>Terms</td> <td>0, Net 30</td> </tr> <tr> <td>Terms Discount</td> <td>0.00 USD</td> </tr> <tr> <td>Invoice Name</td> <td>2020-10-21 0001342704 01</td> </tr> <tr> <td>University Defined Special Circumstance? (e.g. COVID, Bicentennial, Remediation)</td> <td>no value</td> </tr> </table> <p>Refer to the Checking the Status of a Payment document for additional details.</p>	Invoice Type	Invoice	Pay Status	Paid	Invoice Number	SI0475642	Supplier Invoice No.	SI0475642	Supplier Account No.	no value	Supplier Name	Society for Chemical Hazard Communication more info...	Invoice Date	10/21/2020	Discount Date	no value	11/20/2020	11/20/2020	Terms	0, Net 30	Terms Discount	0.00 USD	Invoice Name	2020-10-21 0001342704 01	University Defined Special Circumstance? (e.g. COVID, Bicentennial, Remediation)	no value
Invoice Type	Invoice																											
Pay Status	Paid																											
Invoice Number	SI0475642																											
Supplier Invoice No.	SI0475642																											
Supplier Account No.	no value																											
Supplier Name	Society for Chemical Hazard Communication more info...																											
Invoice Date	10/21/2020																											
Discount Date	no value																											
11/20/2020	11/20/2020																											
Terms	0, Net 30																											
Terms Discount	0.00 USD																											
Invoice Name	2020-10-21 0001342704 01																											
University Defined Special Circumstance? (e.g. COVID, Bicentennial, Remediation)	no value																											

DEFINITIONS: Check Request – An electronic form attached to a Requisition. Upon final approval, these Requisitions result in the immediate generation of payment without the submission of a supplier invoice.
Completed Status – Workflow status reached when all necessary document approvals have been collected.

CROSS REFERENCE: [Check Request Resource Page](#)
[Checking the Status of a Payment](#)
[SOP-PURCH-10 Recurring Payment Orders](#)
[Automatic Purchase Order \(APO\) Restrictions](#)
[Payee Certification Form](#)
[Knowledge Base: Properly Redact Information at IU](#)
[Data Management: Types of Data](#)
[SOP-PURCH-16 Special Payment Instructions](#)
[Payment via Wire Transfer or Foreign Draft Department Instructions](#)