VALENCIA COLLEGE

CHECK REQUEST

Date Completed: _____   **Date Requested By:** _____ (Do not use ASAP)

Form Prepared By: _____   **Phone Ext:** _____ **Mail Code:** _____
<center>(Print Name)</center>

Send Check To: _____   **Phone Ext**: _____

☐ **Mail Code:_____ or** ☐ **Address listed below**

Name/Payee: _____   **VID#:** _____

Address: _____

City: _____   **State:** _____   **Zip Code:** _____

Quantity	Description	Unit Cost	Extended Cost

_____   _____

Requestor Signature   **Date**   **Grand Total** [_____]

_____

Requested by (Print Name)

Charge to :	*Charge to :*	*Charge to :*
Index_____ Acct _____	*Index_____ Acct _____*	*Index_____ Acct _____*
Amount $_____	*Amount $_____*	*Amount $_____*
_____	_____	_____
Budget Manager Signature	*Budget Manager Signature*	*Budget Manager Signature*
_____	_____	_____
Budget Manager(Print Name)	*Budget Manager(Print Name)*	*Budget Manager(Print Name)*

➢ All check request forms, **other than SPD**, should be sent directly to Accounts Payable at mail code DO-330.

➢ SPD check requests should be sent to the SPD Office at mail code DO-21 and then forwarded to Accounts Payable at mail code DO-330.

CHECK REQUEST FORM CHECKLIST

☐ Print name of person preparing a check, include their phone extension and mail code.

☐ Please complete Send Check To portion only if we are sending the check to a person other than the vendor or payee. (e.g. for hand delivery)

☐ Include Payee's full name and VID#. Payee must be set up in Banner by Procurement.

☐ Must include Payee's current mailing address.

☐ Complete description regarding payment. (As much info as possible)

    ☐ If payment is regarding a trip, please include traveler's name and travel date.

    ☐ If payment is regarding an event, please include the date and details of the event.

☐ Include and verify total amount to be paid.

☐ Attach supporting documents regarding this payment being requested.

☐ Include Index and Account numbers.

☐ Print name of Requestor and obtain their signature.

☐ Obtain Budget Manager's signature.

☐ SPD reimbursements should be sent to the SPD office at mail code DO-21 for

☐ approval. Send completed forms to Accounts Payable at mail code DO-330.

GUIDELINES

Check Request Forms should be only used when a vendor will not accept a purchase order or P-card. Examples include:

- Employee reimbursements and cash advance requests
- SPD reimbursements and payments
- Membership Dues
- Hospitality fund reimbursements
- Student reimbursements
- Hotel payments

All other requests should be made using a Banner requisition or P-Card. Check Request requires a signature from the budget manager and the budget manager cannot be the same person as the requestor, nor can the requestor sign for the manager.

All Check Requests must include the Banner VID# and the correct name as set up by Procurement in the database.

Check Requests cannot be used for contractors. Contractors must have a contract agreement and a Purchase Order.