

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 9 will be required!

Name (Individual or Organization): _____

Address ~~Please~~ 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 pickup (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 FA CHECK REQUEST-REIMBURSEMENT FORM

Purpose

A Check Request Form is used to request a check when payment is required for goods or services and 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 paperwork is received in Procurement Services by 4:00 ~~PM~~ ~~of~~ a check can be available ~~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 ~~mail~~ 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 ~~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 hav