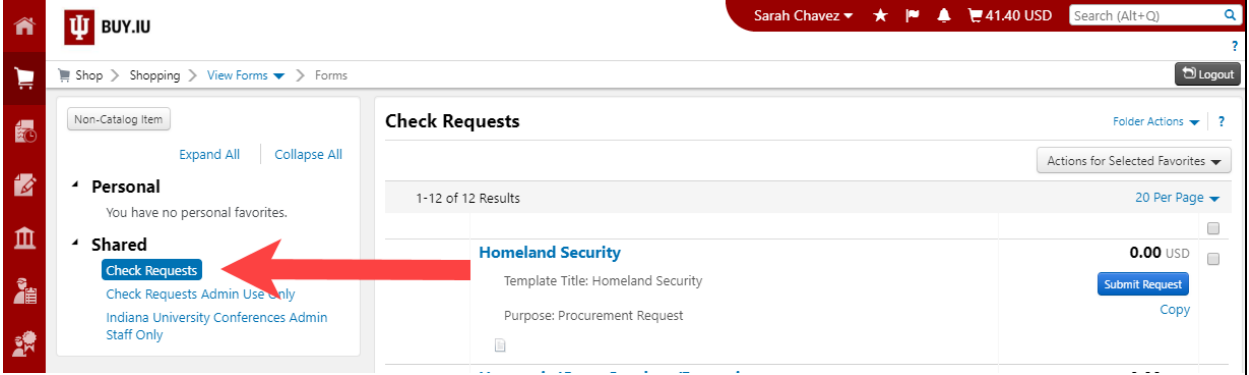


# Indiana University Office of Procurement Services

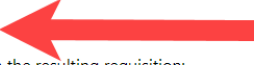
## STANDARD OPERATING PROCEDURE

<b>SOP NO:</b>	SOP-PURCH-17
<b>SUBJECT:</b>	Check Requests (Replacement for KFS Disbursement Vouchers)
<b>SOURCE:</b>	University Procurement Services
<b>ORIGINAL DATE OF ISSUE:</b>	02/06/2020
<b>DATE OF LAST REVISION:</b>	02/03/2022
<b>DISCLAIMER:</b>	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.
<b>RATIONALE:</b>	<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 <a href="#">APO Restrictions list</a>, Check Requests <b>may not</b> 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"> <li>• Capital purchases.</li> <li>• Payments for computer software and/or upgrades.</li> <li>• Consulting fees.</li> <li>• Trophies, plaques, and other prizes.</li> <li>• Telecommunication charges.</li> <li>• Advertising.</li> <li>• Credit and collection services.</li> <li>• Temporary services.</li> <li>• Workshops.</li> <li>• Exhibits.</li> <li>• Hospitality.</li> <li>• Legal services.</li> <li>• Online subscriptions and/or data sets.</li> <li>• Magazine and newspaper ads.</li> <li>• Photographs.</li> <li>• Photographers and videographers.</li> <li>• Printing.</li> </ul>
<b>PROCEDURES :</b>	<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"><li>• Payments for services such as artist fees, guest speakers, honoraria, and entertainers.</li></ul>			
Purpose Procurement Request				
Status Incomplete	For Honoraria/Guest Speakers/Entertainers, you should only use the following object code(s) on the resulting requisition: 4535			
<b>Instructions</b>				
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** ★ Response Is Required  
 Purpose **Procurement Request**  
 Status **Incomplete**

Instructions

Suppliers

Form Fields

Honoraria/Guest Speakers

**Substantiation Docume...**


Review and Submit

**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 

## 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 the pencil icon **edit** in the upper right-hand corner to make changes.

Requisition • 3442016 ▾

Summary PO Preview Comments Attachments History

Integration	Special Payment Instructions
Work Order <i>no value</i>	Wire transfer/foreign draft stated in <i>no value</i>
Phase <i>no value</i>	Check Stub Text 1 <b>Payment for speaking at IU Biology symposium1/25/2022. Thank you.</b>
Warehouse <i>no value</i>	Check Stub Text 2 <i>no value</i>
	Check Stub Text 3 <i>no value</i>
	Check Attachment Requested <input checked="" type="checkbox"/>
	Check Special Handling Requested <input checked="" type="checkbox"/>
	Check Special Handling Campus <i>no value</i>
	Check Special Handling Instructions Text 1 <i>no value</i>
	Check Special Handling Instructions Text 2 <i>no value</i>



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.

## 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.

Invoice • SI0893645 ▾


Summary Matching Supplier Messages Comments Attachments **1** History

**Purchasing Use**

Does this professional services order meet the criteria for inclusion in diversity reporting? *no value*

Single/Sole Source Order? **×**


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**Integration**  ...

Warehouse *no value*

Work Order *no value*

Phase *no value*

**Payment Information**  ...

Accounting Date 12/20/2021


Payment Method Check

Record No. 301811768

Record Date 12/21/2021

Reject Reason AP *no value*

Reject Reason Import Notification Process *no value*



Refer to the **Checking the Status of a Payment** document for additional details.

**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:** [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](#)