



Snow College Accounts Payable Request for Check/Invoice Handling

- Refer to the Purchasing Department's policies before utilizing check requisitions.
- The Request for Check form can be picked up in the accounting offices or online at www.snow.edu/busoff/forms.html. It is to be returned to the Accounts Payable office for processing.
- **ALL** Check Requisitions **MUST** include one of the following:
 - Banner ID Number
 - Social Security Number
 - Tax ID#
- If you would like the check held for pickup, make sure to check special handling instructions & specify them.
- Allow at least 10 working days (once received by the AP Office) for processing of check requisitions. A \$60 fee will be imposed on accounts requesting an emergency check.
- **EVERY** check requisition should have some type of backup documentation included before it can be processed. If you are unsure of what to include as backup documentation, please contact Accounts Payable before sending it for processing. Remember, it's better to attach too much documentation than not enough.
- **EVERY** check requisition must have at least 2 different signatures in order to be processed.
- The payee's **address** must be included in the appropriate space on the check requisition. This information must be included with **EACH** submission.
- **Travel-related expenses:**
If the check requisition is to pay for a registration fee, hotel expense or anything else tied to travel, please remember this does not take the place of the **Travel Authorization Reimbursement** form.
- **Honorariums, Guest Speakers and such:**

- If the check requisition is to pay for an Honorarium, include at least one of the following: 1) Correspondence with payee regarding the amount of payment they are to receive (**Preferred documentation**). 2) Flier advertising the event(s).
- A social security number, address, phone and email address must also be included on the documentation so our office can request a W9. **The W-9 form and instructions can be found on our website:**
<http://snow.edu/busoff/forms.html>.

- **Restaurant Meal Reimbursement:**

- Receipts for payment of meals for guests must indicate the names and titles of **all attendees** and must be **original itemized** receipts. Receipts must also state the name of the establishment, the date issued, and the amount. (**Credit card receipts with only the total amount charged are NOT acceptable - it must be an itemized receipt**). Meals provided exclusively to College employees must be approved in advance by the President or Vice President responsible for the employee making the purchase.

- **Gifts, Favors, Apparel:**

- Please indicate on the check request, the reason for the purchase (i.e. competition, retirement, award), and full names of those receiving items.