



## FINANCIAL AFFAIRS POLICY

<b>SUBJECT:</b>	FINANCIAL AFFAIRS	<b>TITLE:</b>	REQUEST FOR CHECK POLICY		
<b>CATEGORY: Check One</b>	<b>Board of Trustees</b> <input type="checkbox"/>	<b>Presidential</b> <input type="checkbox"/>	<b>Functional</b> <input checked="" type="checkbox"/>	<b>School/Unit</b> <input type="checkbox"/>	
<b>Responsible Executive:</b>	Vice President for Finance & Treasurer		<b>Responsible Office:</b>	Controller's Office	
<b>CODING:</b>	00-09-01-10:00	<b>ADOPTED:</b>	01/05/09	<b>AMENDED:</b>	09/30/09

I. PURPOSE

To establish guidelines and procedures to be followed by the University for processing payments via a Request for Check Form (See Exhibit A) in those limited instances where UMDNJ's Procurement Policy 00-01-55-15:00 is not applicable.

II. ACCOUNTABILITY

Under the general oversight of the Board of Trustees, the President shall ensure compliance with this policy. The Executive Vice President, Senior Vice Presidents, Deans, Presidents/CEOs and Vice Presidents shall implement this policy.

III. COMPLIANCE

- A. Employees have a responsibility to prudently process payments through a Request for Check Form for only those supplies, services or reimbursements that are not covered under UMDNJ's Procurement Policy and are needed for the effective operation of the department and to ensure funds are available in the budget and certified by the appropriate fiscal officer before seeking payment by check.
- B. Any employee who fails to comply with the requirements of the UMDNJ policies regarding requests for check may be subject to appropriate personnel actions up to, and including, termination. Any party to this process that knowingly misrepresents information, or participates in such misrepresentation, and any party that fails to follow directions given regarding this process, may be held liable to the University for any sums of money due and owing to any vendor that provided goods or services to the University in reliance upon representations made by the UMDNJ employee. Instances of non-compliance with these procedures will be identified through ongoing monitoring of the process for appropriate action.
- C. Employees are prohibited from processing payments through a Request for Check Form for UMDNJ with any vendor or vendor's subcontractor with whom he/she or an immediate family member or a member of their household has a personal interest or that might otherwise create, or create the appearance of, a conflict of interest. A personal interest exists when an employee, an employee's immediate family member or a member of their household is an employee, partner, shareholder or officer of a vendor; or when an employee, employee's immediate family member or member of the household receives or has received in any of the past three years direct or indirect compensation from the vendor.

- D. University resources may not be used in transactions of a personal nature for employees and personal purchases for private individuals are not permitted.

#### IV. GUIDELINES

Only the following expenses will be processed by the University through a Request for Check Form:

- A. Reimbursement to employees for business expenses such as mileage reimbursement or other nominal charges when UMDNJ's procurement policy 00-01-55-15:00 is not applicable;
- B. Dues and membership fees;
- C. Books and subscriptions;
- D. Conference and seminar registration fees;
- E. Utilities;
- F. Refunds;
- G. Real estate lease payments;
- H. Fellowships and stipends not payable through payroll.

#### V. PROCEDURES

- A. Requestor completes a Request for Check Form and forwards it for departmental approval attaching original supporting documentation as required. Forms are available at my.umdj in the Staff Toolbox under the Accounts Payable Forms link.
- B. Upon departmental approval, the Request for Check Form is forwarded for appropriate fiscal approvals.
- C. The specific departmental and fiscal approvals necessary to process a Request for Check Form disbursing unrestricted, discretionary, and restricted funds are outlined in detail in Approving Purchasing & Payment Transactions Policy 00-01-10-135:00 (reproduced here as Exhibits B and C).
- D. Fiscal officer forwards the approved Request for Check Form to the Accounts Payable Department for processing or returns disapproved form to requestor noting the reason for disapproval.
- E. Accounts Payable approves and processes the payment for inclusion in the next payroll cycle.

#### VI. EXHIBITS

- A. Sample Request for Check Form
- B. Approval Guidelines for Payment Transactions: Unrestricted and Discretionary Funds
- C. Approval Guidelines for Payment Transactions: Restricted Funds

**EXHIBIT A  
SAMPLE REQUEST FOR CHECK FORM**



EXHIBIT A

**C 0417351**

**REQUEST FOR CHECK**

REQUESTOR'S NAME		DEPARTMENT	BUILDING / CAMPUS	ROOM NO.	PHONE NO.	
<b>DISTRIBUTION INSTRUCTIONS:</b> <input type="checkbox"/> VENDOR ADDRESS / EXTERNAL MAIL <input type="checkbox"/> DEPARTMENT / INTERNAL MAIL		FOR ACCOUNTING USE ONLY FUND                      ACCOUNT		INVOICE DATE / REQUEST DATE D   D   M   M   M   Y   Y   Y   Y		
UNIVERSITY IDENTIFICATION NUMBER		*OR if not UMDNJ Employee	*SOCIAL SECURITY # AND HOME ADDRESS REQUIRED FOR ALL TAXABLE INCOME.		SOCIAL SECURITY NO. / TAX ID*	
EMPLOYEE / STUDENT NAME		LAST	FIRST	M.I.		
OR VENDOR NAME						
ADDRESS						
CITY						
STATE			ZIP CODE			
<b>C 0417351</b>		IS THERE AN ATTACHMENT THAT NEEDS TO BE MAILED WITH CHECK? <input type="checkbox"/> YES <input type="checkbox"/> NO				
CHECK STUB DESCRIPTION			<b>OR</b>	INVOICE NUMBER		
Item	Description	Approved Amount	Fund	Index	Account	
1						
2						
3						
4						
		Additional:				
		Check Total:				
COMMENTS:						
REQUESTOR'S SIGNATURE		<b>APPROVAL</b>	UNIT ADMINISTRATOR / DEPARTMENT HEAD / DEAN		BUDGET OFFICER	
DATE			DATE		DATE	

**EXHIBIT B  
APPROVAL GUIDELINES FOR PAYMENT TRANSACTIONS:  
UNRESTRICTED AND DISCRETIONARY FUNDS**

Document Type	Level of Approval Required on Unrestricted and Discretionary Funds
<b>Request for Check - Employee Reimbursement</b>	<ul style="list-style-type: none"> <li>• Chairperson/Director as requestor - Dean (or designee)</li> <li>• All other requestors - Department Chairperson/Director (or designee)</li> <li>• All employee reimbursements require Business Office or Grants Department Fund Approval before submission to Accounts Payable for payment.</li> </ul>
<b>Request for Check - Other</b>	<ul style="list-style-type: none"> <li>• Requests under \$2,500 - Department Administrator (or equivalent)</li> <li>• Requests \$2,500 and over - Department Chairperson/Director (or designee)</li> <li>• All Requests for Check documents require Business Office or Grants Department Fund Approval before submission to Accounts Payable for payment.</li> </ul>

**EXHIBIT C  
APPROVAL GUIDELINES FOR PAYMENT TRANSACTIONS  
RESTRICTED FUNDS**

Document Type	Level of Approval Required on Restricted Funds
<b>Request for Check - Employee Reimbursement</b>	<ul style="list-style-type: none"> <li>• Principal Investigator and Department Chairperson/Director should approve all requests against restricted funds</li> <li>• All employee reimbursements require Business Office or Grants Department Fund Approval before submission to Accounts Payable for payment</li> </ul>
<b>Request for Check - Other</b>	<ul style="list-style-type: none"> <li>• All - Principal Investigator</li> <li>• All Requests for Check documents require Business Office or Grants Department Fund Approval before submission to Accounts Payable for payment.</li> </ul>