Chapter 3 – Check Requests

Check Requests are intended for foundation transfer requests and unencumbered payments when no invoice exists. The same approval workflow will apply for a Check Request as an Invoice. Once Check Request is selected, the request cannot be canceled. If it has been created by mistake, the request can be declined.

The Check Request number is not editable; however the invoice number must be changed to reflect the number on the receipt, cell phone reimbursement, etc. If there is no number on the bill, for best practice, please use a sequential departmental number.

Adding vendor information – Use Vendor Search to add existing vendor information to the Check Request.

**Special handling request** – used when a payment needs handling other than mailing the check to the vendor. There are 3 selections:

   Send check with attached form – this allows a user to attach needed documentation that must go along with the payment to the vendor. Use the “Upload Trailing Document
feature” of MPS to attach the documents needed.

Call for pickup – allows a departmental user to pick up a check. The text box will need to be completed with contact information.

Mail to alternate address – allows for mailing of check to address other than what is stated on the check.

A justification is required for any of the selections for same day processing or special handling.

Once approved at the department level, these transactions will route to the central accounts payable office for handling.

Tips:
- Date Needed is a feature we do not use and thus does not serve any benefit to populate. Vendors will continue to be paid by their set terms.
- Check Description is a field that does not transfer to PeopleSoft and is only for use in myUF Payment Solutions.