

CHECK REQUEST INSTRUCTIONS



Overview:

The Check Request (CR) process is used to request payment to companies and individuals for the following: Any exceptions to this will need to be approved.

Membership dues	Conference registrations	Legal settlements
	Travel request and Business Reimbursements (use form ECC302)	College approved vendors on the premises (dining hall and bookstore)

The Check Request Form can be found in Webservices (under Financial information menu) or by sending an email to: accountspayable@Essex.edu

The form is an interactive form; we recommend that you type your information.

Check Request Form Policy

- ✳ All Check Request must have supporting document, such as order forms, registration forms, invoices, W9 forms, tax exempt 501(C)(3), W-8 BEN if applicable.
- ✳ Should a vendor require our tax-exempt certificate, please indicate that on the check request.
- ✳ All checks will be mailed out directly to the vendor from the Accounts Payable Department; Unless it is indicated in the form to Hold for pick up.
- ✳ Check your budget to ensure you have the funds for payment. If not please process a Budget Revision or Request additional funding before submitting the Form.
- ✳ All data on the Check Request Form should be typed. The policy includes Travel Request.

How to submit the Check Request form to Accounts Payable

- ✳ Generate a new email to Accountspayable@essex.edu
- ✳ In the Subject Line type: New Check Request
 - ✳ If it is a resubmission, identify it as: Revise Check Request
- ✳ Attached your saved copy of the Check Request form with all necessary signatures and supporting documentation.
 - ✳ We recommend that you have your Supervisors and Area Head sign the form first before you include it in the email. (your request will not get processed without the proper approval)
 - ✳ If you are an Area Head submitting the form yourself, you must sign the "Prepared By" and it must be approved by the President.
- ✳ In the body of the email, please include any additional information that you need to relate to Accounts Payable.
- ✳ Once AP inputted your Check Request in the Banner system, AP will respond to your email and inform you of the Banner generated invoice number for that request. (You can use that invoice number to track your check)

Processing/Timelines

All completed and approved Check Request Forms must be sent/delivered to the Accounts Payable Department as soon as possible. Incomplete or inaccurate forms will be returned for correction and resubmission.

Accounts Payable processed checks every Thursday with the following Monday's date on the checks. In order for a check to be processed on the Thursday of that week, the completed Check Request form with all supporting documentation must be received at least by 5pm of that Monday of the week.

Any documentation received thereafter will be processed the following week.

Adherence to the above guidelines and instructions will enable timely payment to College vendors.

For questions pertaining to this form please contact accountspayable@Essex.edu