

Accounts Payable



*How to complete a Check
Request Form*

CHECK REQUEST FORM

Once a department has made a purchase for goods or services, and payment is due to the vendor, a check request form needs to be completed.

To find the check request form, go to the Finance & Business Services website and click on “Forms”.



The College of New Jersey

Finance & Business Services

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Finance & Business Services

The Office of Finance & Business Services serves the College commi financial and accounting services. We support academic and admini purchasing, travel, accounts payable and financial reporting. In coll: Treasurer we develop and implement the procedures and mechanism are monitored. Additionally, we provide financial information to vario

Announcements


- [Revisions to Travel Procedures Effective July 1, 2008](#)

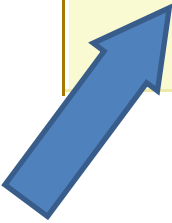
CHECK REQUEST FORM

You'll find the Check Request Form under Accounts Payable Forms.

Forms

Accounts Payable Forms

Form	Purpose	Updated	Submit To
Check Request 	Used for approving payment to vendors for goods and /or services that have been received.	09/29/06	Admin Serv Bldg, Rm 201



Clicking on the form will open an excel template.



CHECK REQUEST FORM



Special Handling:

- Hold check for pickup – We will call when check is ready.
- Enclosure – Clip any materials to be enclosed with payment.
- Separate Check – When vendor requires one individual check for payment

Accounts Payable Check Request Form

Do not submit Check Request over \$5,000 without a purchase order number

TCNJ Vendor ID# _____	Name: _____
Address: _____	Attn: _____
Address: _____	City: _____
State: _____	Zip _____

Account	Fund	DeptID	Program	Class	BdgtPd	Proj/Grt	Amount	AP Use Only
TOTAL							0	

Please indicate type of payment and follow directions that apply

<input type="checkbox"/> Vendor Payment Directions: Attach Vendor Invoice Approval of Payment on Invoice Required If over \$1,000, attach telephone quotes	<input type="checkbox"/> Employee Reimbursement Directions: Provide detailed description below Attach receipts with vendor name affixed Do not use for travel reimbursement
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Item #	Qty	Unit	Description	Unit	Price	Amount

SPECIAL HANDLING Please check if applicable. HOLD FOR PICKUP ENCLOSURE SEPARATE CHECK

Name: _____ Extension _____

COMMENTS: _____

Check Request Prepared by: _____
 Print Name _____ Extension _____ Date _____

Department Approval
 Your signature below indicates the authority to approve payments through the specific chartfields provided, and confirms that .the funds have been allocated and are available

Signature Department Chair/Director _____ Print Name _____ Extension _____ Date _____

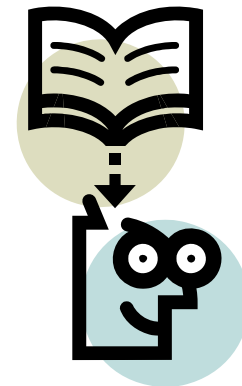
All Academic Grant, Contract & Enterprise Program Expenditures Signature _____ Print Name (OAGSR) _____ Extension _____ Date _____

Forward completed form to the Office of Finance & Business Services, Administrative Services Building, Room 201

CHECK REQUEST FORM

Authorized Approval – Important Items to Remember

- You cannot authorize an employee reimbursement payment to yourself. Your supervisor **MUST** authorize and sign the Check Request for reimbursement.
- All grant-funded expenditures must be approved by the grant Principal Investigator. These requests are then subject to secondary approval by Finance and Business Services Grant Accountant.



CHECK REQUEST FORM

Submitting the Check Request Form

- Original Invoice(s) and/or Original Receipt(s) must accompany the check request form.



- If payment is for a new vendor, a completed IRS W9 form must be attached to the request.

- Check Requests may be sent through inter-office mail or hand delivered to Accounts Payable, Office of Finance & Business Services, ASB Room 201.

- To ensure that all discounts are taken and that invoices are processed by the due dates, it is critical that invoices be forwarded to Accounts Payable as quickly as possible.



CHECK REQUEST FORM

Check Distribution

- Accounts Payable issues checks once each week on Thursdays.
- Properly authorized and completed Check Requests will be processed within ten (10) business days of receipt. Requests submitted on chartfields with insufficient budgets may result in delays.
- All checks will be mailed directly to the vendor unless indicated as “Hold for Pickup” on the “Special Handling” section of the Check Request.



CHECK REQUEST FORM

QUESTIONS ON CHECK REQUEST FORM?



Contact – Peggy Abromaitis at x2847 abromait@tcnj.edu
Or Office of Finance & Business Services at x2495



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