Overview
The University relies upon individual judgment at all levels of the organization in determining when expenses are necessary and reasonable. This document outlines check request policies in general terms and is not intended to cover every possible situation. More restrictive policies may be set at the business unit level. However, it is the responsibility of the business unit to document, communicate, and enforce any restrictions they impose.

In general, checks should be mailed directly to the payee. See Policy for Special Handling of Accounts Payable Checks for details.

Refer to HIPAA Compliance for detailed explanation on HIPAA rules.

Supporting Documentation and Exception Approval Requirements
Supporting documentation is defined as an original document from the vendor that contains the price. Supporting documentation should provide evidence of origination from the vendor. An invoice faxed or emailed directly to Accounts Payable or the department from the vendor is considered an original. Monthly credit card statements and canceled checks alone are not acceptable supporting documentation. If a department chooses to scan and attach an image of the supporting documentation to the check request document rather than forwarding it to Accounts Payable to attach, the image must be created from an original document from the vendor.

If acceptable supporting documentation is not available, exception approval must be obtained by the Business Manager, Department Head, or an individual in a similar role. Employees cannot sign their own exceptions. Signature stamps are not acceptable. The exception approval must include the printed name and title of the person signing the exception.

Acceptable supporting documentation should be obtained for all expenses; however, supporting documentation must be forwarded to Campus Box 1056, Attn: AP - Check Requests or scanned and attached by the department when the check request amount is $1,000 or greater, when the forward supporting documentation to Accounts Payable field is marked yes and the check request does not auto-approve, or when approval is required by a central area (for example AP, SPA, Tax or General Accounting). When supporting documentation is not forwarded to Accounts Payable (for example when a document is auto-approved by AP), a paper document or scanned image must be retained by the department in accordance with the University's record retention policy.

Supporting documentation retained by the department or sent to Accounts Payable in paper form must have the unique AISystem document number written on the upper right hand corner of the document. If there are multiple pages of supporting documentation, the document number and page number should be written on each page. For example: CR 1234567, pg. 1 of 2 and CR 1234567, pg. 2 of 2. Receipts must be taped (not stapled) to an 8 ½ x 11 sheet of paper, single side only. Supporting documentation scanned and attached to the check request by the department must have the initials of the person that scanned the document and date or unique AISystem document number written on the upper right hand corner of each receipt(s)/document(s) unless the original supporting documentation was received electronically from a vendor, then the initials and date or unique AISystem document number are not required. Accounts Payable will return documents if not properly prepared by the requestor.
Rules for Check Requests

- Invoice detail section on CR document:
  - On all non-reimbursement CR’s, the following is required: invoice number, invoice date and invoice amount.
  - As a best practice on reimbursement CR’s where supporting documentation is an invoice, the following should be included: invoice number, invoice date and invoice amount.
  - The purpose of entering the invoice detail information on the check request is to mitigate the risk of duplicate invoice payments. In addition, this reduces the need for Doc With checks because the invoice numbers automatically print on the check stub.

- To indicate that a check request is for a reimbursement, enter a “Y” in the reimbursement field. Original receipts for reimbursement must be submitted to Accounts Payable or scanned and attached by the department regardless of dollar amount.

- Rush check requests should be limited to true emergencies and be infrequent in nature. Employee reimbursements will not be processed as a rush check request. Faxed or emailed supporting documentation sent by departments will only be accepted for rush check requests; however, exception approval is required. Rush check request supporting documentation should be faxed to 5-7250, emailed or scanned and attached by the department. No other faxes should be sent to this number. Rush check requests that do not meet the requirements will be disapproved.

- Documents in overdraft status will not be approved until a budget adjustment (BA) is done to correct the overdraft.

- Employees are not permitted to approve payments made payable to themselves.

- Payment for services should only be for individuals who are not a Washington University employee and are not under condition of an employer/employee relationship.

- A check request should not be used when purchasing capital assets such as moveable equipment greater than $5,000 an asset purchase order should be created in FIS.

- The University business purpose should be clearly stated in the remarks field on the check request.

- The departmental approver of the check request is indicating that he/she reviewed all expenses and that they are in compliance with all University policies.

- As a best practice detailed information (who, what, when, where and why) should be included in the remarks field.

- When supporting documentation needs to be sent with a check, the document-with check handling option should be utilized. The supporting documentation that should be sent with the check should be forwarded to Campus Box 1056, Attn: AP - Doc-With Processing. The document number must be written on the supporting documentation. Please reference the Policy Statement for Special Handling of AP checks for additional information.

- On scanned documentation, partially blank out any sensitive information such as SSN’s or credit card numbers and only display the last four digits.

When to use a Check Request

The following are examples of the proper use of a check request. This list is not all inclusive. Please direct questions regarding specific items to the Accounts Payable department at 935-5732.

Budget 30 - Consultant & Professional Services

- Audit fees (3004, 3005, 3006)
- Consultant or technical service and travel (3002, 3003)
- Lecturer or speaker’s fees (3001)
Legal fees (3080, 3085)
Professional fees (3020)

Budget 34 - Consumable Supplies & Materials
Reprints (3423)

Budget 35 – Other Expenses
Advertisement (3540)
Books (3575) and Subscriptions (3576)
Gifts, Prizes & Awards to employees and non employees (3554, 3569)
Human Subject and Blood donor payments (3505) Note: Must include home address and social security number. Nonresident Aliens payments are subject to 30% withholding under Internal Revenue Code.
Immigration & Visa fees (3546)
Membership Dues (3557)
Postage (3512)
Entertainment & Social Expenses (3550, 3553) Note: Expenses over $50 require the approval by the Dean, Vice Chancellor or authorized designee.

Budget 36 – Travel & Training
Airfare
Prepayments for hotel rooms & conference registration.
Human subject travel reimbursements (3641).