

## **INSTRUCTIONS FOR FILLING OUT A CHECK REQUEST FORM**

1. Press the “Clear Data” button.
2. Press the “Request Type” button to choose between a cash or check payment. If the request is for \$50.00 or less and made payable to an OBU staff or student, the request will be paid in cash at the cashiers window. If the request is for more than \$50.00, a check will be cut.
3. Press the “Change Disposition” button to designate how you want the Business Office to handle the check once it is cut. Clicking on this button repeatedly will show the following options:
  - Mail to vendor
  - Return to an OBU Box number
  - Personal pick up at the Business Office
  - Pick up at the Cashier window
  - Other (provide instructions in space provided)
4. Fill in your first and last name in the “Requested by” cell.
5. Fill in the name and address of the entity whose name should appear on the check in the “Pay to” and “Address” cells respectively. If this is the first time a check has been issued to that person, a social security number is also needed. The Business Office must have a social security number for reporting the payment to the Internal Revenue Service. If the social security number is not on the Check Request form and we do not have it in our database, the entity will not be paid until the social security number is provided..
6. Fill in the OBU ID number of the person being paid, if applicable, and the date. Check requests in the Business Office by noon on Monday will be paid by 10:00 on Wednesday and those check requests in the Business Office by noon on Wednesday will be paid by 10:00 on Friday.
7. Next, type in a description of the transaction, amount and account number. Remember, if the check is a travel advance, then the staff’s personal travel account will be charged so the staff will need to put his/her OBU I.D. number in the Account Number column. The “Total Request” cell will show a running total of the amount of the items listed.
8. The individual responsible for the account must approve the check request by signing on the line labeled department head/organization sponsor.
9. Generally, cash is not given to staff or students to buy “materials, supplies, etc.” A Purchase Order is the preferred method for these types of expenditures. If a check or cash is requested, receipts will need to be provided with the check request such that the cash is a reimbursement for those expenditures.