Instructions for Completing Check Request Form (CRF) UM 1659

Note: Parts of the form are password protected. Data entry is only allowed in specific fields. Notes display over fields with more information.

Check Request Form (CRF)
Use the CRF to make a payment when an invoice is not available. The form references which ChartField string to charge and provides business justification (5Ws) for the expense. The form automatically generates the Invoice/Document Number if an invoice number is not available. Route form to unit cluster or FinOps Center (PEAK implementation units).

Alternatively, the account string and justification can be written on the face of the payment document (invoice) if there is adequate space. Complete the CRF when additional space is needed for account string information, business justification, and optional authorized signatures. Attach the form to the payment documents (e.g., invoice) and route to unit cluster or FinOps Center.

SECTION 1

1. **PO# or Receipt#:** Reference the policy links on the CRF to determine if a PO or SPV is needed. See Non Purchase Order Related Payments.
2. **Single Payment (SPV):** For purposes of the CRF, Single Payment is a one-time only payment. This is used when there are no other payments anticipated throughout the University for the payee, **and** the payment is under $600.00. See Making Payments Using Single Payment Supplier Numbers. Check this box when paying a human subject or issuing a refund. Single Payments can be made without setting up an official supplier record in the financial system. As a result, it is very important to limit the use of the Single Payment option. Prior approval from Purchasing Services is required if the Single Payment option is desired for making any other types of payments. When paying human subjects, **DO NOT** include the name or detail of the study on the form.

SECTION 2 - USE ALL CAPS

1. **Supplier ID:** Enter the Supplier ID associated with payee (if established in supplier file). If Single Payment, enter your cluster's assigned and unique SPV number that may be used only by authorized users (voucher specialists) in each cluster. It is the responsibility of the cluster director and voucher specialist to ensure the proper use of the SPV, that adequate control is in place, and the SPV activity is closely monitored.
2. **Payee:** Enter information for an individual OR company, **not both**. Validate address using USPS.com format and include the extra four digits of ZIP Code when possible.
3. **Address, City, State, ZIP Code:** Enter payee information.

SECTION 3

1. **Document Date:** If an invoice exists, enter the invoice date; otherwise, enter today's date.
2. **Invoice or Document Number:** Do not override this field. The number auto-populates based on Company or Name, and Document Date. Voucher specialists enter the number in Invoice No. field in EFS if no invoice number exists.
3. **Total Amount:** Auto-calculates based on the Total $ Amount in section 4.

SECTION 4

1. **ChartFields:** Enter the appropriate account strings and amounts. Total $ Amount will auto-calculate.
2. **Business Justification:** Include the 5 Ws: who (indicate employee or non-employee), what, when, where, why. 254-character limit.
3. **Internal Comments:** Optional. Any other information you would like to include for internal use only.

SECTION 5

1. **Check Message:** Optional. 70-character limit. Displays on check remittance.

SECTION 6

1. **Request By:** Enter the name and phone number of the University employee requesting the payment.
2. **Signatures:** Optional for department's convenience if needed.