

Transaction Justification (Non-PO Voucher) Check Request Form

When completing a Non-PO voucher, if information answering the “5 Ws” is contained in the imaged documentation, that information does not need to be entered into the voucher. When Check Request Forms are used, all justification detail must be included on the form. This form should be used only when a vendor invoice is not available.

WHERE

When the location associated with the transaction is included in the CRF's business justification, it does not need to be entered into the voucher.

WHAT

What the payment is for must be documented in the business justification, and must be sufficient for an approver to assess the request.

Imaged Check Request Form

UNIVERSITY OF MINNESOTA
Check Request Form

Route this form to unit cluster. U Wide Form UM 1659 Rev 02/13

Description: This form is used to facilitate and support voucher/payment entry to an individual or company when an invoice is unavailable (e.g., deposit refunds, human subject payments, etc.). This form is not used for employee reimbursement.

Instructions: Complete the form and attach support documentation. Assess the attributes of the check request against the box labeled "SINGLE PAYMENT". If applicable, check the box, complete the form and leave the vendor code blank if it's a single payment. If the payment is NOT a single payment and the vendor code is not set up, follow the Vendor Authorization Form Instructions (UM 1679), designate the vendor code on the Check Request Form and send to Cluster for processing.

SECTION 1 - USE CAPITAL LETTERS FOR ALL FIELDS IN THIS BOX

Vendor Code: _____

Payee (Please Fill in Only One: Individual OR Company):
 Individual Last Name: _____ First Name: _____
 Company: _____

Address: _____
 City: _____ State: MN Zip: 55082
 Stillwater

SECTION 2
 Document Number DO NOT ENTER.
 (Document # is automatically created when completing this form online. This document # should be entered into PeopleSoft in the Invoice # field.)

Document Date (MM/DD/YY): 05/29/14

Total Amount: \$500.00

PO # _____

SINGLE PAYMENT (ONE-TIME PAYMENT)
 Check if applicable
 Refer to the policy appendix: Single Payment Vendor Payment Types Allowed

SECTION 3

Fund	PCBU	Project	ATY	Account	FIN EMPLID	CF 1	CF 2	CS	Amount \$
1000	10736	20259							\$500.00
Total from Split Distribution Additional Page (if applicable)									\$ -
Total \$ Amount									\$ 500.00

Business justification (Who, What, When, Where and Why):
 When paying human subjects, do not include name or detail of study on this form.
 recently graduated from the Humphrey School and was awarded the Master of Public Affairs Individual Paper Award. This award has a \$500 value and was announced at the Humphrey School Commencement Ceremony on May 18, 2014. The MPA Paper Award is one of many awards categorized as the Humphrey School End of Year Awards.

Internal Comments: _____

SECTION 4
 Check Message will appear on the check stub (70 character limit)
 Congratulations! You are a recipient of the Master of Public Affairs Individual Paper Award.

SECTION 5 & 6
 Request by (Please Print):
 Name: _____ Phone: _____
 Electronic Approval is Required; Authorized Signatures On This Form Are Optional

X _____ X 5/29/2014

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WHEN

The date of the event or service associated with the payment should be included in the justification.

WHY

The justification must fully explain the reason for the transaction. Unless it is apparent, the reason why no invoice is available should also be documented. In this case, the reason is apparent. If necessary, additional pages may be attached to the check request.

WHO

The person initiating the request must be documented in the “Request by” section of the Check Request Form.