

# Check Handling Request

**Purpose:**

This form is used to request the special routing of checks to authorized University locations or to indicate that additional documentation needs to be sent with a check.

**Note:** Special handling is a costly process for the University and increases the risk of fraud. Special handling must be the exception to standard check processing.

**Who will use the form?**

University departments, Clusters, Voucher Specialists, or Accounting Services

**General Instructions:**

- Check routing - Departments provide check routing information, including check pickup location and contact information. The voucher specialist enters the pickup location in the Payments tab/Handling code field of the voucher and a contact name, Internet ID and telephone number in the 'Payment Note' field in the following format, (Roger Smith,Smith001,612-620-0000).
- Attachment designation - Departments provide attachment documentation to cluster for scanning. Voucher specialist designates AT in the Payments/Handling code section of the voucher. Accounting Services will send with the payment.

**Routing:**

- Department - Attach form to the invoice or Check Request Form and send to cluster for entry.
- Cluster - Update voucher and then route "sequential auto".

**Questions:**

Email [disbsvcs@umn.edu](mailto:disbsvcs@umn.edu) with subject line "Special handling" and include the voucher number.

<b>Payee/Vendor Name:</b>	
<b>University Contact Name and Internet ID:</b>	
<b>University Contact phone number &amp; email address:</b>	
<b>Primary DeptID &amp; Department Name:</b>	
<b>Select Check Pick Up Location or if Attachment is Required</b>	<input type="checkbox"/> AT – Attachment Required <input type="checkbox"/> BC – Bursar-Crookston <input type="checkbox"/> BD – Bursar-Duluth <input type="checkbox"/> EB – Morrill Hall Information Desk – East Bank <input type="checkbox"/> BM – Bursar - Morris <input type="checkbox"/> BR – Bursar - Rochester <input type="checkbox"/> SP – St. Paul Information Desk – St. Paul <input type="checkbox"/> AS – Accounting Services
<b>Reason for Request</b> – must include why this must be <i>Special Handling</i> and not processed through normal check processing (required)	
<b>Payment Note</b> (entered into EFS) (see General Instructions)	