

# Check Handling Request

**Purpose:**

This form is used to request special routing of checks to authorized University locations or to indicate an attachment document needs to be sent with a check. Special routing is a costly process for the University; please use only as necessary.

**Who will use the form?**

University departments, clusters-voucher specialists, Disbursement Services

**General Instructions:**

- Check routing - Departments provide check routing information, including check pickup location and contact information. Voucher specialist enters the pickup location in the Payments tab/Handling code field of the voucher and a contact name, x500 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. Disbursement 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) or call 612-624-4031

<b>Payee/Vendor Name:</b>	
<b>University Contact Name:</b>	
<b>University Contact Phone:</b>	
<b>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"/> DS – Disbursement Services
<b>Reason for Request (required)</b>	