

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 with subject line "Special handling" and include the voucher number.

Payee/Vendor Name:	
University Contact Name and Internet ID:	
University Contact phone number & email address:	
Primary DeptID & Department Name:	
Select Check Pick Up Location or if Attachment is Required	<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
Reason for Request – must include why this must be <i>Special Handling</i> and not processed through normal check processing (required)	
Payment Note (entered into EFS) (see General Instructions)	