

PURPOSE OF FORM

To pay for invoices for items that are not required to be purchased on a purchase order (NOTE: all employee reimbursements must be on an Employee Expense and Reimbursement form not a check request). Create a check request for the following:

- Items under \$500
- Petty Cash Reimbursements
- Honorariums (Non-University employees)
- Non-employee refunds
- Subscriptions and Memberships
- Libraries – (Books and Periodicals only)

the total dollar amount

APPROVALS

Approved by Dean, Director, Vice President, President, Budget (restricted accounts/funds)

Approval Levels:	President	\$50,000+
	Vice President	\$10,000+ - \$50,000
	AVP, Deans, Directors who report to a VP	\$2,500+ - \$10,000
	All other users who report to \$10,000 approvers	Up to \$2,500

OTHER

Also include on the check request: Vendor number - starts with a "T" - if there is no T# in the Banner system (FTIIDEN), submit a Vendor Set-Up form signed by the dean/director and attach a W-9 form from the company, send or fax

