

## College Operating Procedures (COP)



**Procedure Title:** Check Request  
**Procedure Number:** 04-0101  
**Originating Department:** Office of Financial Services

**Specific Authority:** 1004.65 FS  
Board Policy 6Hx6:1.02  
Florida Statute  
Florida Administrative Code 6A-14.073

**Procedure Actions:** Adopted: 07/93; 6/06; 02/09; 07/10

**Purpose Statement:** This procedure establishes guidelines for employees to request a check for college business expenses that do not meet the requirements of expenditures that must be requested on a Request For Purchase form, see procedure 04-0201; a Travel Reimbursement form, see procedure 04-0102; or paid from Petty Cash, see procedure 04-0308.

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### Guidelines:

A Check Request form must be submitted for all expenditures not procured by a purchase order, travel voucher or petty cash. The types of expenditures that are generally procured by a Check Request (form BO-010) are:

- a) Travel advance for out of pocket expenses of employee or advance payments made to agencies such as hotel, airfare or other travel expenses for which payment is required in advance;
- b) Registration fees for conferences and seminars for which payment is required in advance;
- c) Purchases by college authorized clubs and organizations purchasing from an agency account (Fund 6);
- d) Reimbursement for meals and hospitality related expenses for employees and students not on travel status;
- e) Purchases under \$250 for which a purchase order was not prepared or is not practical;
- f) All other expenditures over \$250 for which issuance of a purchase order is not practical is approved at the discretion of the Vice President of Financial Services;
- g) College Prepaid Account Reimbursements;
- h) Educational Reimbursement Applications.
- i) Bookstore;
- j) Institutional Memberships;
- k) Fees, penalties and permits;
- l) Petty Cash Replenishment to Cashiers;
- m) Payment of Scholarship funds to other institutions or agencies (fund 5)
- n) Reimbursement to Employees

**Procedures:**

I. CHECK REQUEST, FORM BO-010

A. GENERAL REQUIREMENTS

1. The budget administrator of the account to be charged must approve the "Check Request" (form BO-010).
2. The Budget Administrator must ensure budget is available prior to forwarding form to the Office of Financial Services.
3. The preparing budget administrator will forward the "Check Request" to the Office of Financial Services where it will be reviewed for legality, appropriateness of account being charged, and availability of funds. The check or direct deposit will then be drawn to the designated payee. If there is a problem, the "Check Request" it will be returned to the budget administrator, who will resolve the matter in coordination with the Accounting Manager.
5. Appropriate documentation supporting the check request must be attached.

B. TRAVEL ADVANCE

A copy of an approved Travel Authorization and Expense Reimbursement form must accompany the Check Request. Travel advances will be given for up to 85% of (out-of-pocket) cash needs. Travel advances will be given at 100% for registration fees for conferences and seminars and hotel, airfare or other travel expenses paid in advance of the travel.

C. COLLEGE AUTHORIZED CLUBS AND ORGANIZATIONS (Fund 6)

The form must be signed by the responsible college budget administrator, club advisor and an authorized representative of the agency/club, usually the club treasurer or president. Backup documentation must also accompany the request showing the nature and verification of the purchase.

D. MEALS AND HOSPITALITY EXPENSES (non-travel related)

An invoice or paid receipt and form BO-048 (Promotional and Public Relations Expenditures Authorization) must accompany the Check Request.

E. PURCHASES UNDER \$250 (No P.O.)

An invoice, order form or similar substantiation of the expense must accompany the Check Request.

F. OTHER EXPENDITURES OVER \$250

Expenditures which normally require a purchase order (over \$250) but for various reasons a purchase order is not possible will be paid when a Check Request form

is submitted with the order form. Such requests must be accompanied by written justification and will be approved at the discretion of the Vice President of Financial Services.

G. COLLEGE PREPAID ACCOUNT REIMBURSEMENTS

The College has established prepaid accounts for certain types of activities such as postage and shipping services. When the prepaid account needs replenishing, the Director of Procurement will submit a Check Request with documentation, if applicable.

H. EDUCATIONAL REIMBURSEMENT APPLICATION

An Approved Educational Reimbursement Application form must accompany the Check Request approved by Human Resources.

I. BOOKSTORE

All campus departmental bookstore charges shall be submitted on a Check Request with the original statement and invoice copy attached.

J. INSTITUTIONAL MEMBERSHIPS

Preapproved institutional membership invoices shall be submitted to the Vice President of Financial Services, who will process a Check Request for payment.

K. FEES, PENALTIES AND PERMITS

Fees, penalties or permits, payable by the college, shall be submitted on a Check Request, attaching the proper documentation.

L. PETTY CASH REPLENISHMENT TO CASHIERS

All campus cashiers shall submit a Check Request, along with Petty Cash slips and receipts, to have funds replenished.

M. PAYMENT OF SCHOLARSHIP FUNDS TO OTHER INSTITUTIONS OR AGENCIES

Payment of scholarship funds to other institutions and agencies shall be processed on a Check Request.

N. REIMBURSEMENT TO EMPLOYEES

Reimbursements to employees for purchases made on behalf of the College must have the dated, original receipts attached that are no older than 6 months. Receipts that do not meet these criteria may be approved at the discretion of the Vice President of Financial Services with written explanation.