

## 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

1.02 Florida Statute  
Florida Administrative Code 6Hx6:  
6A-14.073

**Procedure Actions:** Adopted: 07/93; 6/06; 02/09; 07/10, Updated 02-26-2020

**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 [04-1011](#); Purchasing Card Program see procedure [04-1014](#) or paid from Petty Cash, see procedure [04-0308](#).

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### Guidelines:

An electronic Check Request form accessible through the portal, under Financial Services online workflow Forms must be submitted for all expenditures not procured by a purchase order, purchasing card or petty cash. The types of expenditures that are generally procured by a Check Request are:

- a) Travel advance
- b) Registration fees for conferences and seminars
- c) Purchases by college authorized clubs and organizations
- d) Reimbursement for meals and hospitality related expenses
- e) Purchases under \$250 for which a purchase order was not prepared or is not practical or when a purchasing card cannot be utilized.
- f) College Prepaid Account Reimbursements
- g) Educational Reimbursement Applications.
- h) Bookstore
- i) Petty Cash Replenishment to Cashiers

**Procedures:**

I. CHECK REQUEST

A. GENERAL REQUIREMENTS

1. The budget administrator of the index to be charged must approve the "Check Request"
2. The Budget Administrator must ensure budget is available prior to forwarding form to the Office of Financial Services.
3. After the budget administrator approves the "Check Request", will route 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" will be returned to the budget administrator, who will resolve the matter in coordination with the Office of Financial Services.
4. Appropriate documentation supporting the check request must be submitted at the time request is made. Supporting documentation may include an itemized invoice, quote, or application for membership. The documentation must include the date and amount. The name and address of the vendor, or individual to be paid must be included, and a valid IRS form W-9 must be on file with the Office of Financial Services if the check is to be issued to an individual. If the check request is a reimbursement to an employee the documentation must include an itemized receipt and evidence of payment by the employee (i.e. cancelled check or credit card receipt).