

## Non-Purchase Order Payment (Check) Request Guidelines

The following policy outlines appropriate use of the AP Check Request Form for procurement of goods or services.

Most purchases should be procured in the eProcurement application; however, eProcurement cannot accommodate certain types of purchases and payments. For these exceptions, use the AP Check request process as the means of payment. The list below identifies the only goods and services eligible for payment via check request. For guidance on the appropriate procurement method, please email [dscheckrequest@vanderbilt.edu](mailto:dscheckrequest@vanderbilt.edu) for assistance. Payment terms will default to immediate pay unless specified by terms on an invoice/documentation.

The following items can be acquired using the AP Check Request Form:

- Advertising Costs (Non-Agency Contracts)
- Awards (Student and Guest only)
- Contributions/Donations/Sponsorships
- Florists/Gifts
- Group Travel/Group Insurance
- Honoraria
- Non-employee Travel and Expense Reimbursement/Payments
- Photographers (Major Events; Ongoing Engagements Require a Purchase Order)
- Individual Professional Licensure/Memberships/Training