# Table of Contents

Introduction .................................................................................................................. 2
  
  When to use a Check Request .................................................................................. 2
  
  When NOT to use a Check Request Form ............................................................... 3
  
  How to Fill Out a Check Request Form .................................................................. 4
  
  Lesson 1: Check Request Form Header ................................................................... 4
    
    U.S. Citizen or Non-U.S. Citizen ........................................................................... 4
    
    Vendor/Employee/Student ..................................................................................... 5
    
    Payee Name and Address ...................................................................................... 5
    
    Tax I.D. / SSN / Employee ID # ........................................................................... 6
    
    Invoice Number and Date ..................................................................................... 6
    
    Description on Check Stub .................................................................................... 6
    
  Lesson 2: Business Purpose .................................................................................... 8
  
  Lesson 3: Account and Center Numbers ................................................................. 9
    
    Special Account Number for Entertainment ....................................................... 9
    
    Amount .................................................................................................................. 10
    
  Lesson 4: Check Distribution Instructions ............................................................. 12
  
  Lesson 5: Signatures ............................................................................................... 13
    
    Requested by ......................................................................................................... 13
    
    Approved by .......................................................................................................... 13
    
  Lesson 6: Supporting Documentation .................................................................... 16
  
  Check Request Checklist ......................................................................................... 19
  
  Turning In a Completed Check Request .................................................................. 20
    
  Rush Checks ............................................................................................................. 20
    
  Following Up on a Demand Check Payment ......................................................... 20
  
  Best Practices for Check Requests ......................................................................... 23
Introduction

Disbursement Services processes a variety of Accounts Payable (A/P) forms including check requests, student prepayment and travel expense reports, student refunds, external consultant forms and undergraduate stipends. This manual explains how to complete and submit a check request form to Disbursement Services.

All A/P check request to be drawn upon Vanderbilt University funds will be processed and issued by Disbursement Services, 9th Floor Baker Building.

When to use a Check Request

Check request form number 60-005-810 should be used for all types of payments for payments of Non-Purchase Order goods and services.

The list below identifies the only goods and services eligible for payment via Accounts Payable.

- 3rd Party Clinical Services (Imaging, Testing, Dialysis)
- Advertising Costs (Non-Agency Contracts)
- Awards
- Catering Services/Banquets/Meetings/Event Hosting
- Contributions/Donations/Sponsorships
- Consultants (Total Engagement Less Than $5,000-External Consultant Form required)
- Employee Assistance/Patient Assistance/Hardship Fund Payments
- Florists/Gifts
- Group Travel
- Honoraria
- Insurance
- Insurance & Patient Refunds
- Medical Transport
- Musicians/Performers/Theatre Groups (VU Performing Artist Agreement required)
- Non-employee Travel & Expense Reimbursement/Payments
- Organ Procurement
- Petty Cash
- All other payments for services where the total cost of the engagement is less than $5,000 unless payment is for services involving construction, consulting or a temporary staffing agency.
- Photographers (Major Events/Ongoing Engagements Require a Purchase Order)
- Postage
- Professional Licensure/Registry/Certification/Memberships/Training
- Registration Fees
- Risk Management
- Royalties
- SEC/NCAA Officials and Other Game/Judging Related Services
- Settlements/Attorneys/Legal Services
- Speakers/Lecturers (VU Speaker Agreement required)
- Subcontract Payments
- Subject/Teacher Participation
- Subscriptions/Books
- Taxes
- Tuition Assistance
- Utilities
- Workers Compensation
- All other payments for services where the total cost of the engagement is less than $5,000. See next item for exclusions.
When NOT to use a Check Request Form

**Stipend payments**

The Stipend Request form (pink) is to be used for payment of non-service scholarship or fellowship payments to undergraduate students. A service-free stipend payable to Graduate/Professional Students and Post-Doctoral Fellows is requested using the new stipend request form and is processed through payroll. Payments for which services must be rendered (such as a teaching assistant) are compensation. These types of payments are requested using a Personnel Action Form (PAF) and routed through the normal payroll request process. For more information on stipends and related forms, see www.vanderbilt.edu/stipends.

**External Consultant payments**

Contracted consulting payments less than 5,000.00 for total engagement should be processed on Vanderbilt University Contract and Payment Form. This form should be fully completed including the signature of the consultant. All other consulting engagements over 5000.00 should be processed through e-procurement. See attached link for Vanderbilt University Consulting policy for further clarity or direction. https://finance.vanderbilt.edu/procurement/forms/Professional%20Services%20Policy_2013-05-31.pdf

**Employee Reimbursement**

For all Vanderbilt employee travel and non-travel business related reimbursable expenses please refer to the Disbursement Services site for useful instructions using the Concur online Module for reimbursement: https://finance.vanderbilt.edu/

**Student Travel**

For all Vanderbilt Students who are traveling on behalf of Vanderbilt University or the Medical Center should use the appropriate student travel expense forms 60-002-658 for reimbursement through the Disbursements.

**Wage Adjustments**

All wage adjustments must originate in the Payroll Office.

**Payments specifically excluded from being acquired through the use of an A/P check request form:**

- Professional services that involve the delivery of intellectual property such as software programming or research.
- Leasing/rental arrangements/agreements of any type.
- Temporary labor/Staffing services, including direct engagement not through an agency.
- Payment for construction services.
How to Fill Out a Check Request Form

Lesson 1: Check Request Form Header

Follow the steps below to complete the header information on the check request form. Only check requests that are complete will be processed.

**U.S. Citizen or Non-U.S. Citizen**

Is this payment to or on behalf of a U.S. Citizen or Permanent Resident? Check the appropriate box, Yes or No. If no, there may be tax implications for payments.

- If the payment is to or on behalf of a non-U.S. Citizen or Permanent Resident, check No. This information is required. The request will be forwarded to the International Tax office for review and possible processing. Most requests will be returned to Disbursements Services after review for processing. **Please allow extra time for processing of payments to non-US Citizens.**
International Tax Questions

If you have questions about a check request involving payments to or on behalf of non-US Citizens/Permanent Residents you can contact the International Tax Office at:

ito@vanderbilt.edu

International Tax Website:

http://www.vanderbilt.edu/visit/

Vendor/Employee/Student

Indicate whether the check will be made out to a Vendor, Employee, or Student, by checking the corresponding line. All payees that are not a current Vanderbilt employee or student are considered vendors.

Vendor _______ Employee _______ Student _______

Vendor/Employee/Student

Payee Name and Address

Provide the full, legal payee name (first, middle [if applicable], last). For companies, provide the full legal company name as it appears on their Federal tax documents (e.g., The Coca-Cola Company, not Coke). There should only be one payee per check request form.

Below the name, enter the current mailing address and phone number.

Disbursements Services data enters this information into a computerized information system; this is a required field, even if the check will not be mailed.
**Tax I.D. / SSN / Employee ID #**

Vanderbilt University requires the correct W-8BEN or W-9 for all payees who are not current students or employees. This includes all vendors/suppliers, guests and visitors. If you do not have this documentation, you will need to contact the vendor and request it is best practice to contact the vendor and request a W9 which contains most pertinent tax data. Once received attach to check request for submission. Please note this information is required for processing payment. Further instructions regarding IRS guidelines pertaining W8 and W9 requirements can be located at the link below.

https://finance.vanderbilt.edu/disbursements/W-info.php

If the individual is a Vanderbilt student, the Student ID number is required.

```
Required
Tax I.D./SSN or Employee ID# __________________________
```

**How Disbursements Services Uses this Information**

The software Disbursement Services uses to create A/P checks maintains a database of payee names, addresses, tax IDs, etc. Therefore, it’s important to provide complete and accurate information about the vendor to ensure the vendor information gets entered into (for new vendors) or pulled from (for existing vendors) the system correctly. It may also be required for IRS-reporting purposes.

**Invoice Number and Date**

If the payee provided an invoice for expenses, include the invoice number for which the A/P check payment is being requested. Provide the invoice date in the Invoice Date field. In cases where no invoice was provided, leave these fields blank. For payments to suppliers, there should be only one invoice per request. The original invoice should be attached to the check request.

```
Invoice #
________________________
Invoice Date
________________________
```

**Description on Check Stub**

If the payee requires a description or memo on the check, provide that information in the Description on Check Stub field. Note that you are limited to a maximum of 30 characters because the automated system issuing A/P Checks only allows that many characters in its description field. Patient information should not be included in this field for per HIPPS regulations.

```
Description on Check stub (if required)
________________________________________
```

(Maximum of 30 characters)
Description on Check Stub
Lesson 2: Business Purpose

Directly below the header information, complete the Business Purpose for the check request. This information is required to meet minimum auditing standards, grant requirements and IRS regulations. The purpose given should explain the nature/reason for the expenditure defining it as a Vanderbilt expense.
Lesson 3: Account and Center Numbers

In the table for account and center number information and amounts, list the account and center number(s) to be charged on the check request. All account and center numbers listed should be for active accounts and centers.

<table>
<thead>
<tr>
<th>Account ID</th>
<th>Center ID</th>
<th>Sub-ledger ID</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
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<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

Total Amount Requested $ 

Account, Center, and Amount Information

- **For agency funds** (center numbers beginning with 9) - If an agency fund center will be charged for the check request and the amount is greater than or equal to $1,000, Disbursements will send the request to the Office of Financial Affairs for approval. Therefore, the request will take extra time to process.

Special Account Number for Entertainment

Entertainment Expenses Policy:

Approved meal expenses exceeding a reasonable amount should be recorded as entertainment expenses. All entertainment expenses must be coded to account number 62110, thereby isolating those costs from direct or indirect charges to Government funds. Entertainment as well as alumni and development expenses cannot be charged to Government restricted centers under any circumstances. Alcoholic beverage costs are generally considered personal expenses; however, if reimbursement is approved, the charges must always be classified separately as entertainment expenses, regardless of the funding source.
Sub-ledger ID

If any of the centers listed below will be charged, include the subsidiary ledger ID (SLID) and the account (SLACCT) in the corresponding fields on the check request. The SLACCT will be a 6 digit code that is unique to the patent or project for your center. You should also use one of the corresponding G/L accounts listed below in the first column of the check request.

If your check request does not include any of the centers listed below, leave the Sub-ledger columns blank.

<table>
<thead>
<tr>
<th>G/L Accounts</th>
<th>Center Number</th>
<th>Subledger ID (SLID)</th>
<th>Description</th>
<th>Account (SLACCT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>63501-63550</td>
<td>1421800000</td>
<td>P</td>
<td>Patent</td>
<td>Varies</td>
</tr>
<tr>
<td>44925</td>
<td>1909270000</td>
<td>P</td>
<td>Patent</td>
<td>Varies</td>
</tr>
<tr>
<td>44925</td>
<td>1909350000</td>
<td>P</td>
<td>Patent</td>
<td>Varies</td>
</tr>
<tr>
<td>44925</td>
<td>1909400000</td>
<td>P</td>
<td>Patent</td>
<td>Varies</td>
</tr>
<tr>
<td>Varies</td>
<td>1444200001</td>
<td>P</td>
<td>Project</td>
<td>Varies</td>
</tr>
<tr>
<td>Varies</td>
<td>1444200002</td>
<td>P</td>
<td>Project</td>
<td>Varies</td>
</tr>
<tr>
<td>Varies</td>
<td>1444200003</td>
<td>P</td>
<td>Project</td>
<td>Varies</td>
</tr>
<tr>
<td>Varies</td>
<td>1444900000</td>
<td>P</td>
<td>Project</td>
<td>Varies</td>
</tr>
<tr>
<td>14010</td>
<td>1970600000</td>
<td>R</td>
<td>General Accounts Receivable</td>
<td>Varies</td>
</tr>
<tr>
<td>Varies</td>
<td>1608100000</td>
<td>W</td>
<td>Work Order</td>
<td>Varies</td>
</tr>
<tr>
<td>Varies</td>
<td>1608200000</td>
<td>W</td>
<td>Work Order</td>
<td>Varies</td>
</tr>
<tr>
<td>19998, 19999,9998</td>
<td>1970000000</td>
<td>U</td>
<td>Suspense</td>
<td>Varies</td>
</tr>
<tr>
<td>19995, 9994</td>
<td>1040000000</td>
<td>U</td>
<td>Suspense</td>
<td>Varies</td>
</tr>
</tbody>
</table>

Amount

In the Amount field, enter the amount to be charged to the corresponding account and center combination for the check request. If multiple centers and/or accounts will be charged, provide a separate entry for each unique account/center combination with the dollar amount for that account/center combination. The total distributed must equal the total amount for the check request.

International Bank Transfers

For international wire transfer requests, you can enter foreign currency amounts. Disbursements Services uses an international broker for these transactions. Clearly indicate the currency being requested. Additional approval might be required by HR International Tax and additional fees apply.
**Total Amount Requested**

Enter the sum of all amounts listed in the *Total Amount Requested field*. The amount shown on all source documents for each check request must equal the amounts shown on the check request form. In cases where the two amounts differ, such as requesting reimbursement for partial items listed on a receipt, an explanation must be attached. The department submitting the check request will be held responsible for this calculation.

Please note that Disbursements does not short pay vendor invoices. If a vendor submits an invoice and you do not agree with the amount you should resolve this discrepancy and obtain a revised invoice from the vendor prior to submitting a check request to Disbursements.

**Sales Tax Exemption**

Vanderbilt University has the benefit of sales tax exemption. Use the Tennessee State Sales Tax Exemption Number 100142007 or Federal Identification Number 62-0476822 to ensure for all Vanderbilt University or Medical Center expenses. A copy of the form is available for download at: https://www4.vanderbilt.edu/fis/accounting/Tax_Exempt_Form.pdf.

**Sales Tax Reimbursement**

On check requests for reimbursement of Vanderbilt University business expenditures, *sales tax will generally not be reimbursed if it can be avoided*. This policy applies to expenditures made by faculty, staff, and students.

The sales tax exemption notice can be presented on purchases made with cash, and Vanderbilt University checks. Other available procurement/payment methods include purchase orders, the Procurement card (“PCard”) and e-Procurement, which will provide the same exemption benefit to the University. For travel, Vanderbilt has reciprocal exempt status in some states. A list is available at https://www4.vanderbilt.edu/fis/accounting/sales_tax_exemption.pdf.

The Chancellor, Vice Chancellor and the Dean's offices have the authority to approve reimbursement of sales tax on business expenditures on an exception basis. Approval for reimbursement of sales tax should be included with the demand check request.
Lesson 4: Check Distribution Instructions

Check one of the options offered for check distribution:

- **Electronic Funds Transfer** (preferred method) - this payment option consists of two selections.
  - Direct Deposit (ACH) payments should be made to USA Banks only. Please have the vendor complete the ACH payment option form located at [https://finance.vanderbilt.edu/disbursements/](https://finance.vanderbilt.edu/disbursements/). For a rapid response it is recommended that the ACH payment form is emailed to the secure link at dspayments@vanderbilt.edu prior to submission of the payment request.
  - International Wire transfers are processed through a third party international broker in which fees may incur. Be sure to include the wiring instructions provided by the vendor on an invoice or support documentation with check request. These instructions must be from the vendor directly to assure accuracy.

- **Mail to address shown above** - Disbursement Services will mail the check to the address included in the header if you choose this option.
  - **Mail to address shown above** - Disbursement Services will mail the check to the address included in the header if you choose this option.
  - **Remittance attached** - If a copy of the documentation must be mailed with the check to the vendor by the Disbursement Services office, check this option and include two copies of the remittance advice: one to remain with the request (for imaging and documentation purposes) and the other to go with the check. See page 16 for more details on supporting documentation.

- **Additional Instructions** - Use this field to communicate supplementary instructions if needed.

![Check Distribution Instructions](image-url)
Lesson 5: Signatures

All payment requests should include a requestor and an authorized approver regardless of amount. Disbursement Services cannot process check requests without proper signatures. The check request Approver must be AUTHORIZED to sign check requests for the center(s) listed on the request. This lesson explains in detail how to ensure you have the proper signature(s) on your check request.

Requested by

The requestor clearly prints or types his/her name, signs and dates the form, and provides his/her daytime telephone number in the corresponding fields.

Implications of the Requestor’s Signature

As stated on the check request form, when a requestor signs the form, he/she agrees to the following:

1. He/she has reviewed the expenditure, business reason, and documentation for appropriateness/compliance with VU policies.

2. Payment has not been requested or paid through any other VU payment process, such as the Procurement Card (PCard) or accounts payable or through any non-VU entity.

Approved by

The approver clearly prints or types his/her name, signs and dates the form, and provides his/her daytime telephone number in the corresponding fields.

As the role of an approver, it is essential that there aren’t any conflicts pertaining to the expense and signature authorization.

Example: An approver cannot approve one’s own expenses. This must be approved by the approver’s direct supervisor or designated delegate.

The Delegation of Authority policy outlines who may approve and sign agreements, business ventures, and other agreements with external parties. Please see link below for specifics.

https://finance.vanderbilt.edu/delegations/
How to determine who can Sign Check Requests

Use Privilege Management as a resource to determine who has the SigAuth-Check Request privilege for the center(s) included on your check request form. If your form contains multiple centers, the signer must have SigAuth-Check Request for all centers, or multiple approvers will be required to sign.

- Log into Privilege Management at www.vanderbilt.edu/ebiz
- Log in with your VUnet ID and ePassword.
- Click the Resource tab.
- Type the center number into the field provided. When the dynamic search results show your center, click it in the list. (Note: if you press Enter without first selecting the center, you will get a blank screen.)
- The Resource Details page appears. Click the by privilege link near the top of the page.
- Click the plus sign next to Procurement and Disbursements to expand that category.
- Click the plus sign next to SigAuth Check Request to expand the privilege.
- Click the plus sign next to the dollar limit that is closest to and inclusive of the total dollar amount on your check request form.
- If a group labeled Direct appears, expand that group. Anyone listed under Direct can sign your form. If a group labeled Direct does not appear, expand the group labeled Inherited. Anyone listed under Inherited can sign your form.
  
  (See example on next page.)
Implications of the Approver’s Signature

As stated on the check request form, the approver agrees to the following:

1. He/she has reviewed the expenditure, business reason, and documentation for appropriateness/compliance with VU policies.

2. Payment has not been requested or paid through any other VU payment process, such as the Procurement Card (PCard), Concur or accounts payable or through any non-VU entity.

3. He/she has the appropriate authority to approve the expenditure on the accounts and centers listed.
Lesson 6: Supporting Documentation

Below are minimum requirements – your department may have stricter requirements.

Requests for payment via demand check request should have **original** complete back-up documentation and/or an invoice. Images of cancelled personal checks and credit card statements are considered proof of payment. In this case detailed supporting documentation is required for processing payment.

In the event an original receipt is lost, make every attempt to contact the vendor for a duplicate for a complete reimbursement. If by chance a duplicate receipt is not available, please include a memorandum or statement, signed by the person incurring the expense and the person approving the expense, stating that:

- No original receipt is available
- The expense was on behalf of the University
- The item and amount of the expense are accurate
- No other reimbursement of expense has been or will be sought or accepted from any source

**Examples of Documentation:**

- **Business Meal**
  - Date
  - Place
  - Identities of the persons who took part
  - Nature and duration of the business discussion or activity (if not otherwise apparent)
  - Business purpose for the expense or the business benefit gained or expected to be gained.
  - Original cash register receipts for all meals greater than $25

- **Reimbursement of a Business Expense**
  - Original cash register or credit card receipts for any expense over $25.00
• Honorarium
  – Documentation showing payee’s name, date, event, and business topic such as a printed program, flyer, the VU speaker’s agreement or written communications with the third party

• Subject participation
  – Legal name of the payee, address, social security number, and amount
  – Memo describing the study including the dates of participation
  – Principal Investigator or delegate approval

• Stipends
  – Award letter to student receiving stipend

Supporting Documentation for Entertainment

The table below is published by the IRS and explains what documentation the IRS requires to support travel and entertainment expenses:

<table>
<thead>
<tr>
<th>Table 5-1. How To Prove Certain Business Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>IF you have expenses for...</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Travel</td>
</tr>
<tr>
<td>Entertainment</td>
</tr>
<tr>
<td>Gifts</td>
</tr>
<tr>
<td>Transportation</td>
</tr>
</tbody>
</table>

Table 5-1: IRS Guidelines for Proving Certain Business Expenses
Foreign Currency

If receipts for reimbursement are in a foreign currency, and the payee has requested reimbursement in US Dollars, enter all amounts on the Check Request Form in U.S. dollars and attach a conversion chart (specific to the dates on the receipt). If the conversion factors are not available on the documentation/receipts, use the free online tool at [http://www.oanda.com/convert/classic](http://www.oanda.com/convert/classic) to convert foreign currency into U.S. dollar amounts. This tool will allow you to look up exchange rates for the specific dates of your expenses.

**Example:** a receipt for books purchased online for 65 Euros on Oct 1, 2013 shows that the reimbursement in U.S. dollars is $85.17

Currency Converter

![Currency Converter](http://example.com/currency_converter.png)
As a tool Disbursements Services developed the following:

**Check Request Checklist**

Verify that you have filled in all information requested on the form before sending it to Disbursement Services for processing.

- Residency Status is indicated- U.S. or non-U.S. citizen.
- Payee type (vendor, employee, and student) is selected.
- Payee name, address, city and state, zip, Tax ID (or SSN, for individuals) is completely filled out.
- Business purpose is provided.
- If request is for entertainment or business meal reimbursement, the following information is included: business purpose, attendees, date, time, and place.
- All of the necessary account and center numbers are included.
- You printed your name, signed and dated the request and provided your phone number.
- An **authorized** approver (or approvers) signed and dated the request. Printed name(s) and phone number(s) are provided.
- **Original**, proper, supporting documentation is included with the check request form.
- Any payment **deadline** or **due date** is noted on the request.
Turning In a Completed Check Request

Send completed check requests to Disbursement Services via Campus Mail:

Disbursement Services
VU Station B #401810

The turnaround time for check requests to be processed will generally be three (3) to five (5) business days from the date of receipt in the Disbursement Services office. All payment terms will default to a zero (0) day (immediate pay) unless specified on an invoice.

Additional time may be added to these turnaround times if the check request charges restricted funds, agency funds, required additional approvals or is payable to a non-US citizen/permanent resident. For checks being mailed ample time should be allowed for delivery by either U.S. or campus mail.

Rush Payment Request

It is understood that there may be a payment that constituents as a “RUSH payment”. In this case, please submit a check request to disbursements and mark the request “RUSH”. These payments are required to be both hand delivered to disbursements and logged into the rush logbook located at the front desk in the Baker Building (directions below). All rushes payment submitted for processing and logged into the logbook will receive priority processing.

RUSH requests are reviewed by Accounts Payables management for appropriateness prior to being processed as an emergency request.

Directions to the Baker Building

From the intersection of West End Ave and 21st Ave South, proceed south on 21st Ave South to Terrace Place. Turn left on Terrace Place. Then, take the next left into the Baker Building Garage. Two hour parking is free in marked spaces on the first level of parking. Take the elevator to the 9th floor. When exiting the elevators, Disbursement Services’ suite straight ahead. Please see the receptionist when entering the suite.

Following Up on an A/P Check Payment

Steps: Running the Check Request Payment Status Report in Business Objects

1. Log into BI Launch Pad at www.vanderbilt.edu/ebiz. Click the Documents Tab (If not already selected).

2. Click to expand the Categories pane along the left-side navigation.
3. Click to expand **Corporate Categories** and then click to expand the **APPO Category**.

4. Click to expand the **Disbursements Category**.

5. Double click the **Demand Check Payment Status** report title in the pane on the right.

6. Click the "Question Mark" in the far-left navigation to see the **User Prompt Input**

7. In the prompt window, enter the **check reference number**, found in the upper right hand corner of the Check Request form. This number must be preceded by the appropriate **capitalized prefix**. *Note that the full list of prefixes and instructions for running this report are included on the main screen next to the prompts window.* -Do not change the field for Business Unit, which contains VANDY.

8. Click the **Run** button to generate the report.
The report’s instructions screen will continue to show when the report is generated, so your screen won’t change. YOU MUST CLICK EITHER THE PAYMENT INFO OR CHECK CLEARED DATA TAB at the bottom of the screen to see report information.

9. **Payment Info Tab** - this tab, located to the immediate right of the Instructions tab at the bottom of the screen, shows the voucher number generated by Disbursement Services when it processed the Check Request form. The **Pmt Hold** column shows whether or not the payment is on hold, and the **Schedule to Pay** column shows when the demand check was or will be issued.

10. **Check Cleared Data** - this tab shows whether the check has been paid and when it cleared the bank. As noted on this report, *The Check Cleared Date is updated once a month, normally during the first 10 days of the month.* Check with the appropriate central accounting office if you need more details on when the check cleared the bank before the report updates.

11. **Check Address Data** - shows to where the A/P was mailed, if applicable.
Best Practices for Check Requests

The following tips are intended to save you time in submitting check requests and to get your check requests processed efficiently:

1. Use the checklist on page 19 to make sure you filled in all information on the Check Request form.
2. Attach all required original supporting documentation to the check request.
3. A check request should be submitted to provide plenty of time for processing while not being submitted too early that it creates problems.
   - For example: A speaker (who is a US citizen) is going to be presented an honorarium check at the conclusion of his lecture on March 25th, 2014. The check request should be submitted to Disbursements no earlier than March 1st and no later than March 20th. This will ensure that the charge goes against the center during the proper accounting period and that the vendor has reportable income during the correct period of time as well.
4. If you have check requests for small dollar amounts (e.g., less than $10), collect the requests over a reasonable period of time and submit them as one request.

Please check the PDS website for other preferred purchasing methods such as P-Card, e-Procurement, etc. before paying your expense by Accounts Payable.

https://finance.vanderbilt.edu/procurement/index.shtml