

# CHECK REQUEST INSTRUCTIONS AND FORM



TEXAS WOMAN'S  
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## Check Request Form Guidelines:

A Check Request Form may be used for:

- Individual student travel reimbursements or non-scholarship awards ([Student Travel Procedures](#))
- Prospective employee or non-employee travel reimbursements
- Filing and licensing fees
- Postal services or postage
- Registrations or Sponsorships when PCard is not accepted
- Food Purchases – Food Justification Form must be attached unless food is used for research in a lab/classroom or is for consumption by animals.

A Check Request Form **may not** be used for\*:

- Memberships – Please complete the [Membership Request Form](#).
- Employee travel – Employee travel is processed through Concur.
- Employee reimbursements when personal funds are used for TWU business. Employee reimbursements are processed through Concur.
- E&G - Fund Class 110 chart strings.
- Student Scholarships or Stipends related to tuition & fees.
- When there should be a PO or there are no remaining funds on a PO – Contact Procurement for next steps.

## Check Request Form Instructions:

1. Complete the Payee Information.
  - a. Select whether the Payee is a TWU Student.
  - b. Initiating departments must input the supplier number for the Payee. To find the Payee's supplier number, run the Supplier Report in Oracle Cloud.
    - i. Review the [Oracle Cloud Reports Information](#). Search for "active suppliers" or navigate to the `/shared/Custom/Reports/Purchasing` folder. The report is named *TWU Active Suppliers With Category*.
    - ii. If there is no supplier number for the Payee, the Payee must register as a supplier ([Supplier Services](#)).
  - c. If necessary, add Special Handling instructions. This is not a required field.
2. Complete the Description section explaining the request.
3. Complete the Departmental Account Information. Ensure the account has sufficient funds.
  - a. Review the [Parent-Natural Account Reference](#) for Natural Account information.
4. Add the Preparer Name and sign as the Preparer.
5. Obtain the necessary Authorized Signatures:
  - a. Purchasing Approver review and signature is required. Preparer and Purchasing Approver may not be the same individual. To find the Purchasing Approver, run the TWU Purchasing Approvers Report in Oracle Cloud ([Instructions](#)).
  - b. Department Head review and signature may be required based on the department's internal procedures. The department is responsible for communicating and enforcing this requirement.
  - c. If using a grant account string, Office of Research & Sponsored Programs' review and signature is required.
  - d. If the Payee is a TWU Student, Financial Aid's review and signature is required.
  - e. Divisional Vice President review and signature is required.
  - f. If the amount is \$5,000 or more, Senior Vice President for Finance & Administration signature is required.
  - g. If proper policies have not been followed, Senior Vice President for Finance & Administration signature is required.
6. Email the Check Request Form with all supporting documentation to [TWUPayables@twu.edu](mailto:TWUPayables@twu.edu).

**A Check Request Form will be returned to the Preparer if the above instructions are not followed. Please allow 7-10 business days for Accounts Payable to process.**

*\*Some exceptions may apply at the discretion of Financial Services.*

# Check Request



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\*\*Is Payee a TWU Student? Yes  No

## Payee Information

<b>Date:</b>	
<b>Name:</b>	
<b>Address:</b>	
<b>City, State, Zip:</b>	
<b>Supplier #:</b>	
<b>Special Handling:</b>	

## Description

## Department Account Information

Fund Class	Fund Source	Department	Natural Account	Function	Project	Interfund	Future 1	Future 2	Amount

**Check Total:**

## Authorized Signatures (\*Required for Financial Services Processing)

<b>*Preparer:</b>	<b>Signature/Date:</b>
<b>*Purchasing Approver:</b>	<b>Signature/Date:</b>
	<i>Authorizer: I certify that I have reviewed the claims associated with this payment request, have found them to be in compliance with TWU policies, and authorize payment from the account indicated.</i>
<b>Department Head:</b>	<b>Signature/Date:</b>
<b>ORSP (All Grant Accounts):</b>	<b>Signature/Date:</b>
<b>**Financial Aid (If Payee is a TWU Student):</b>	<b>Signature/Date:</b>
<b>*Vice President:</b>	<b>Signature/Date:</b>
<b>Senior Vice President for Finance &amp; Administration:</b>	<b>Signature/Date:</b>

Once completed, email form and supporting documentation to [TWUPayables@twu.edu](mailto:TWUPayables@twu.edu).

<b>Financial Services:</b>	<b>Signature/Date:</b>
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