TRAINING FOR AP DIRECTOR
CHECK REQUEST PROCESS
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Definition</td>
</tr>
<tr>
<td>2</td>
<td>Allowables List</td>
</tr>
<tr>
<td>3</td>
<td>Creating a Check Requisition</td>
</tr>
<tr>
<td>4</td>
<td>Splitting Funds and Account Numbers</td>
</tr>
<tr>
<td>5</td>
<td>Approving Check Requisitions</td>
</tr>
</tbody>
</table>
What is a Check Request

A check request is used to process procurement transactions less than $5,000 ONLY when options listed below cannot be used:

- Aggie-Mart (Purchase Orders): Funds must be encumbered and secured with a purchase order for all purchases
- Procurement Card (“P-card”): For most goods below $2,500

or, as an allowable check request expenditure as listed on the following slide.
The items below are the ALLOWABLES for the check request process in Aggie-Mart.

- Membership dues and fees
- Postage
- Licenses
- Advertisements
- Inter-library loans
- Royalties
- Payments to other state agencies
- Reimbursements (for business related out-of-pocket expenses)
- Immigration expenditures payable to Homeland Security
- Subscriptions
- Prizes and Awards
- Wire transfer payments
- Legal and Accounting fees
- Express mail
- Insurance premiums
- Staff Development
- Student Payments (paying stipends and summer housing if not a financial aid situation)
- Refunds (refund of revenue only)
- Treasurer’s Office ONLY (refunds, scholarship refunds, NSF, etc.)
- Payroll ONLY (child support, sub pay and garnishments, etc.)
CREATING A CHECK REQUISITION
Check Request/Check Requisition

Currently the university community submits a check request in paper form. This form is being replaced by completing a requisition through the Aggie-Mart portal. The following pages and notes will give you more details of how our Check Requisition process will work.

Those currently using the check request form will need access to Aggie-Mart by request and training offered by the University Procurement Services office.
To access the check requisition form log in to Aggie-Mart (Production). If you are having problems with your username or password, contact Procurement services for assistance.

Once on the Aggie-Mart “Home” page, follow the directions on the upcoming slides.
Creating a Check Requisition

Select Check Request from Forms and Instructions section.
Enter Vendor/Banner ID (950xxxxxx) or type Vendor Name to populate Vendor Remit Information.
Reference the invoice for the supplier’s details. Enter the Supplier Invoice number, Date, Amount, etc. All **BOLD** fields are **REQUIRED**.
Provide a “Business Purpose for Check” (What product/service was provided and why). A more detailed explanation may require a justification letter. If so, attach it along with the invoice.

Click on the drop down arrow and select the appropriate “Allowable” from the list.
Select “Add and go to Cart” once finished.
Select “Proceed to Checkout”

Verify vendor Information (i.e. Vendor name, amount of check request, etc.)
Select relevant “Required field” to complete Check Request
1. Enter relevant Index # and Account #

2. Select “recalculate / validate values”

3. Select “Save”
Creating a Check Requisition

Select “Place Order” to complete Check Request process
Once selected, a notification is sent to the Requisitioner that a check requisition has been created. This will prompt a notification to the initial Approver to act on the request.

To view the workflow, click on the check requisition number.
Creating a Check Requisition

Check Requisition Workflow
SPLITTING FUND AND ACCOUNT NUMBERS
Click Required field: Account or Required field: Index
Select “add split”
Select “Amount of Price” from drop down
1. Enter Index #'s and Account #'s

2. Enter amounts

3. Select “recalculate / validate values”

4. Select “Save”
Click Place Order

Splitting Fund and Account Numbers

You have completed the required information in this step. At this point, you can do the following:

Proceed to the next step: Internal Notes and Attachments. Go straight to the end: Final Review.

You need to be aware of the following issues(s), but it will not prevent you from submitting your request:
- Splitting by ‘Amount of Price’ at the header prevents changes to Accounting Codes at the line. If you need to make changes at the line, choose a different split method at the header.
Splitting Fund and Account Numbers

A Requisition # is created
APPROVING CHECK REQUISITIONS
Designated Approvers of check requisitions will receive an e-mail notification for each requisition submitted in Aggie-Mart. Each check requisition MUST be reviewed and approved in order to move to Banner for payment to the vendor. This is an example of how they appear in your e-mail cue.
Approvers must identify which check requisitions they choose to review and approve. Check requisitions can be assigned by either selecting the “action” box to assign ALL requisitions to you or select the assign box for specific check requisitions. Once selected, the first check requisition will open for review and approval.
Move to the Supplier/Line Item section of the check requisition. (at the bottom of the screen)

Open “Check Request” to verify it matches the attached invoice.
In the check request form, open the attached invoice and other supporting documents.
Approving Check Requisitions

Compare the invoice details to check request form details.

- Does the vendor match?
- Is the invoice date correct?
- Is the amount correct?
- Are all the proper documents attached?
  - Invoice
  - Justification letter
  - Other supporting documents
- Does the “Business Purpose for Check” and “Allowable” option match the invoice and supporting documents?
- Is the vendor a foreign entity requiring payment by wire?

If any details are not addressed, return the check requisition to the requisitioner with comments listing the deficiencies. If everything matches, close the check request form and move to the top of the check requisition screen to the “Accounting Codes” section.
Verify the “Accounting Codes” details.

- Are the Fund and Account codes correct?
- On splits, is the distribution correct?
Once the information has been verified, and the Approver has determined the vendor is ready for payment, the Approver selects “Approve/complete step”.

Once the check requisition is approved, it changes to a check request purchase order. Each check request purchase order begins with “CRQ”.