



SOUTH CENTRAL CONFERENCE OF SDA CHECK REQUEST FORM

		DATE OF REQUEST:	
PAYABLE TO:		AMOUNT:	
ADDRESS:			
CITY, STATE, ZIP CODE:			
<input type="checkbox"/>	Check here if this is a travel advance	TRAVEL DATES:	
PLACE OF TRAVEL/MEETING, ETC:			
DESCRIPTION:			
DEPT. NAME:		LINE ITEM TO CHARGE:	
SUBMITTED BY:			
<input type="checkbox"/>	PLACE IN OFFICE MAILBOX	<input type="checkbox"/>	MAIL TO ADDRESS ABOVE
<input type="checkbox"/>		<input type="checkbox"/>	OVERNITE (\$30 FEE)
COMPLETE FOR OVERNIGHT DELIVERY			
CONTACT NAME:			
ADDRESS:			
CITY, STATE, ZIP CODE:			
CONTACT NUMBER:			

CHECKLIST: BE SURE TO INCLUDE THE FOLLOWING DOCUMENTS AS NEEDED

PLEASE CHECK BOX INDICATING WHAT SUPPORTING DOCUMENTS ARE ATTACHED

- INVOICE
 CONTRACT
 ORIGINAL RECEIPT
 W-9
 REGISTRATION FORM

YOUR REQUEST WAS DENIED FOR THE FOLLOWING:

- NO SUPPORTING DOCUMENTS
- NO W-9 ON FILE OR ATTACHED
- DEPARTMENTAL ACCOUNT OVER BUDGET
- OTHER: _____

BELOW FOR OFFICE USE ONLY				
APPROVED	DISAPPROVED	BY:		
ACCOUNT #	SUB ACCOUNT	FUND	FUNCTION	RESTRICTION
BANK TO WRITE CHECK FROM:	REGIONS/OP FUND (110)	EVANGELISM/CITIZENS (440)	BANK OF AMERICA/FHES	
	SUNTRUST/BLD FUND (270)	5 TH THIRD/SPECIAL EVENTS (577)	M. STANLEY/RETIREMENT	
	REGIONS/PLANT FUND(1000)	REGIONS/FHES	5 TH THIRD / FHES	
AUTHORIZED SIGNATURE:				

Check Request Form Purpose

Used to request payment to vendors/companies and individuals, for services rendered, honorariums, supplies ordered, subscriptions, membership dues, workshop/seminar/conference registrations, use of facilities, etc. The Check Request Form is also used to request travel advances and departmental expense reimbursements.

The Check Request form is an interactive form; you should complete the form on-line and then print it out.

Check Request Form Policy

The South Central Conference Check Request Form must be used; all other request forms will be returned.

Accounts Payable will return documents if not properly prepared by the requestor, resulting in the delay of processing the request until the following check run.

Check requests are due in the treasury mailbox on Tuesdays at 12:00 noon (unless otherwise stated). Checks will be distributed on Thursdays at 3:00 p.m.

All requests (with the exception of travel advances) must have supporting documents such as; order forms, registration forms, invoices, contracts, W9 forms if applicable, etc. A copy of the document, invoice, registration forms, order forms, contracts, etc. need to be attached also. The copy has to be attached to the Accounts Payable check copy for auditing purposes and agencies regulations that require paid documents be kept for seven years.

Honorarium requests need to be submitted with a contract or letter of agreement and a [W9 form](#), along with the Check Request. If there is a W9 form on file in Accounts Payable, you do not need to submit another one. Inform all guests that honorariums are taxable income and funds totaling \$600 or more will appear on a 1099 at the end of the year. Payments made to employees will be reported as additional income to them and will appear on the W-2 form at the end of the year.

Services Rendered requests need to be submitted with a contract or invoice (detailing the services being performed) from the vendor, a W9 form if there is not a W9 form on file in Accounts Payable, and the Check Request.

Travel Advance requests need to have the business purpose for the advance documented and the date of the travel or event. The account code for travel advances is 133100 and your employee id. Any advance for travel should be reported on your monthly worker's report; this will clear the employee account and avoid deductions from the employee's payroll check.