

A) PURPOSE

- The purpose of this section is to explain the School of Medicine's check request policies and procedures. With very few exceptions, all check requests should be processed online via Sinai Central. The following procedures are also provided on Help screens that accompany the online request.

B) CHECK REQUESTS – that DO NOT require backup documentation

- **Study Participants** – Require home address and SSN
- **Insurance Overpayment Refunds**
- **Stipends** – Require home address and SSN

C) CHECK REQUESTS – that REQUIRE backup documentation

- **Honorarium**
 - a) Copy of the Program Announcement with the recipient's name shown.
 - b) Home address and SSN.
- **Dues, Subscriptions, and Registration Fees**
 - a) A copy of the invoice.

- b) If the reimbursement is to an employee, the original receipt or copy of the cancelled check (front and back) must be provided.
- c) A purchase order is not required.

- **Reprints**

- a) A copy of the invoice.
- b) A purchase order is not required.

- **Payment for Supplies or Services**

- ✓ **Consultants**

- a) An invoice from the consultant with the dates and hourly / daily rates.
- b) Home address and SSN.
- c) Payments under \$500 require a Human Resource 2.2 Policy form.
- d) Payments over \$500 require a Human Resource 2.2 Policy form and a Purchase Order.

- ✓ **Supplies**

- a) If the reimbursement is to an employee, original receipt, copy of cancelled check (front and back) or copy of credit card statement is required.
- b) Payments under \$500 do not require a Purchase Order.
- c) Payments over \$500 payable to an employee require a Purchase Order.
- d) Payments over \$500 payable to a vendor require the invoice from the vendor and a Purchase Order.
DO NOT Submit a check request.

- **Payments for Supplies or Services (continued)**

- ✓ **Books**

- a) If the reimbursement is to an employee, original receipt, copy of cancelled check (front and back) or copy of credit card statement is required.
- b) Payments under \$500 do not require a Purchase Order.
- c) Payments over \$500 payable to an employee require a Purchase Order.
- d) Payments over \$500 payable to a vendor require the invoice from the vendor and a Purchase Order.
DO NOT Submit a check request.

- **Other Expenses**

- a) Local Travel over \$200 (Use petty cash for amounts less than \$200) – All original receipts required.
- b) Travel expenses for non-employees – All original receipts required.

- **Tuition Reimbursement and Employee Compensation**

- a) Tuition reimbursement must be submitted to the Department of Organizational Development and Learning at Box 1185.
- b) Employee compensation must be submitted to Payroll at Box 4500.

- **Payments that DO NOT Require a check request**

- a) Utilities (Verizon, AT&T, etc) – Submit original approved invoice along with coding classification to Accounts Payable at Box 1662.
- b) Courier Services (Fed Ex, UPS, etc) - Submit original approved invoice along with coding classification to Accounts Payable at Box 1662.
- c) Invoices submitted with a Purchase Order.

D) ONLINE REQUEST PROCESS

- Sinai Central provides two ways to submit check requests, a standard check request and a batch check request. A standard request is a payment to a single vendor or payee. A batch request is a request for multiple payments to vendors or payees. Below is a detailed explanation on how to create each type of request.

- **Creating a Standard Check Request**

- 1) Login to the Sinai Central Finance System.
- 2) Click on “Transactions” under “Finance” and select “New” to create a requisition.
- 3) Select the “Check Request” link to initiate a check request.
- 4) Search for the appropriate payee currently available in the Accounts Payable master vendor list. If your payee is already in the system, Skip to Step 7.

- 5) If your payee is not in the system, click “Create a New Payee” to add a new payee record.
- 6) Fill out all required payee information and click “Continue” to bring up the check request form. *Note: Accounts Payable will review all new payee records prior to check issuance. Therefore it is critical that you fill out the information in a thorough and accurate manner. Please include Tax ID numbers for all corporations and home addresses and SSN’s for all individual payees.*
- 7) Once a payee is selected, your contact information and the payee information will be pre-filled on the new check request form. You have the option to change the payee by clicking on “Replace Payee.”
- 8) Under Coding Classification, select the appropriate fund and object code for this check request.
- 9) Under Special Instructions, click the appropriate radio button indicating where the check will be sent. The default option has the check sent to the payee’s address.
- 10) Enter a brief explanation and itemized dollar amount for each entry under the appropriate heading. Keep in mind that the total dollar amount is amount that will be issued to the payee, pending approval and processing.
- 11) At this point, you have the option to save the request by clicking “Save Draft.” This allows the form to be completed and / or submitted later. The form could

also be submitted at this point. To submit the form for approval and processing, click “Submit Form.” Additional information and comments can be added to requests by typing in the “Comment” box.

At this time, you have successfully submitted a standard check request for approval. You must submit the supporting documents to Accounts Payable once all required approval signatures have been received. The system will indicate that the check request is now classified as a “Pending Document.” Other issues regarding the status of a request will be addressed in Part E, immediately after the explanation of how to create a batch check request.

- **Creating a Batch Check Request**

When multiple checks are requested for a single purpose, such as patient reimbursements, study participants, etc, it is convenient to use the Batch Check Request Process. This process allows the user to input payments to multiple payees charging to a single account. Follow the steps below to create a Batch Check Request.

- 1) Click on “Transaction” under “Finance” and select “New” to create a requisition.
- 2) Select the “Batch Check Request” link to initiate a batch request.

- 3) Your contact information is pre-filled on the top of the form. Under Coding Classification, select the appropriate fund and object code for this batch request. Each individual check will be charged against the selected fund.
- 4) Under Special Instructions, click the appropriate radio button indicating where the check will be sent. The default option has the check sent to the payee's address.
- 5) Each line will generate an independent check request for a single payee. Click on the payee field or edit icon to enter the payee's information or to search from the existing vendor list.
- 6) Enter the explanation or reason for each check request.
- 7) Enter the dollar amount for each line item or payee.
- 8) Repeat steps 5 through 7 until all payees are entered.
- 9) Click "Submit Form" to submit the batch request for approval and processing.

All check requests are approved at the individual level. However, there will be a link to indicate all individual check requests that are of the same batch. When submitting documentation, separate documentation is required for each individual check request. The status of a submitted request is described in the following section, Part E.

E) STATUS OF SUBMITTED CHECK REQUESTS

- A check request is only processed when it has a "Processed" status. A real-time status of all unprocessed check requests is displayed on your splash screen when you first enter the system. You can also search your check requests under "Transactions" by selecting the "Search" option. It is helpful to limit your search to the type of check request, the status of the request or any of the keywords in the body of the request form. Different status levels indicate different phases of the check request process. Below is an explanation of each status.
 - 1) **Pending Approval** – This status indicates that the check requires additional departmental or finance approvals. You will be able to see one or more "Pending Signatures" and the names of these individuals on the bottom of your check request form. It is your responsibility to check the status of your check request until all signatures have been obtained **prior** to submitting supporting documents to Accounts Payable.
 - 2) **Pending Documents** – Once the status of a request is changed to "Pending Documents," you will need to print the approved request, attach the supporting documentation and forward it to the Accounts Payable department at Box 1662.

- 3) **Pending AP Approval** – After Accounts Payable has approved your documentation, the complete request will be reviewed for accuracy. Approval may also be needed if the check request is for a newly added payee.
- 4) **Processing** – All procedures have been completed and the check request is queuing for check printing.
- 5) **Processed** – This indicates that a request has been successfully processed through Sinai Central. The printed checks will be routed to the appropriate destination based on your request.
- 6) **Cancelled** – Users can cancel a check request at any time up until the “AP Approval” status. Checks can be cancelled for any reason. Cancelled requests remain in the user’s history and can be re-issued as a new check request.