



## *Adrian College*

### **CHECK REQUEST POLICY**

#### ***Reimbursement for Purchases***

The Accounts Payable **Requisition Form** is to be completed by employees who have been pre-authorized to make small purchases on behalf of the College. The form is located on the College website at <http://adrian.edu/campus-life/business-office/>. Please keep in mind that Adrian College is a tax-exempt organization. If you are requesting reimbursement for a purchase that included sales tax the amount of sales tax paid will not be included in the amount reimbursed. Please utilize tax-exemption certificates, which can be provided by the Business Office, in advance of your purchase, or the School's Purchasing Department when considering making business-related purchases on behalf of the School.

Small purchases are defined as non-food items and non-travel related items. These types of purchases may not exceed \$100.00. All purchases over \$100.00 must be directed through the Web Purchasing system. Requisition forms submitted that include non-food, non-travel related items over \$100.00 will be denied and returned to the person submitting the check request.

Please note: The College has several department store credit cards that may be signed out through the Purchasing dept. (please see the **PURCHASING POLICY**). The store specific cards are as follows:

- Hobby Lobby
- Lowes
- Menard's
- OfficeMax
- Sears
- Staples
- Tractor Supply
- Walmart

Check requests below \$20.00 MAY be processed by a cash payout from petty cash in the Business Office. Such petty cash payouts are subject to the amount of petty cash available at the time of the request.

#### ***Request for Payment by Check***

The Requisition Form is to be used for any situation where an invoice will not be issued (such as an honorarium).

A completed, signed W-9 form must be submitted for all desired vendors. The W-9 form is located on the College website or can be obtained at [www.irs.gov](http://www.irs.gov) and search "Form W-9." **Please note that Adrian College requires a W-9 for all vendors that are paid by an Accounts Payable check.**

The Requisition Form is the form to use to reimburse NON-employees for PRE-APPROVED expenses incurred on behalf of the College (an example would be expenses for position candidates, honorariums, etc...). This form should also be used for subscriptions (new or renewal) and memberships (new or renewal) for employees.

The Business Office requires only one copy of the Requisition Form. If you have remittance information that needs to accompany the check please provide an additional copy of such documentation. Indicate any special handling instructions in the special handling area of the Requisition Form. Likewise, if a copy of any membership forms or subscription forms needs to accompany the check please provide a second copy for our records.

This form must be submitted to the appropriate Department Supervisor/Chair and, if over \$200, the Dept. Vice President for approval, and then to the Business Office for processing.

## **REMINDERS**

Please do not contact a vendor to order materials or services without completing a Purchase Requisition and/or contacting the Purchasing Department first.

Please do not include social security numbers on the Requisition Form for payment to individuals. This number must be obtained from the W-9 form. An individual's Information from the W-9 will be stored securely in the Blackbaud system.

## **Timing of Requested Payments**

You must **allow at least 5 business days** for the Business Office to process payments.

## **Contact**

Cindy Wingfield  
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