

# When to Use a Check Request

Valid uses for Check Requests (RIAS)	Supporting Documentation	Helpful Information
Awards/Prizes <b>(Students Only) Employees must go thru payroll</b>	Justification	<b>Dates &amp; purpose</b> must be in the description of the Check Request
Conference/Membership/ Registration fees	Completed Registration Form	<b>Name &amp; Date</b> must be stated in the description of the Check Request. ...
Subscriptions/Online Survey	Renewal Notice for subscription or invoice	
Books	Quote	
Co-sponsorship/ Sponsorship/Partnership	Invoice/Letter	Business justification should be stated on invoice or letter.
Clinical Trial Sites	Invoice/Letter	
Department of Homeland Security fees	Invoice showing remit to and the amount	<b>Name of the applicant &amp; type of application</b> must be stated in the description of the Check Request (please check the remittance site)
Fellowships/Scholarships/Stipends	Letter describing type of stipend or fellowship.	Type of stipend or fellowship on description of Check Request.
Field/Camp/Theater trips (Offsite and day trips only)	Reservation and invoice	<b>Dates &amp; purpose</b> must be in the description of the Check Request
Transcribers/Editors/Proofreaders (Non Medical)	Invoice, Scope of Work, and Independent Contractor or Employee Determination Form (ICED)	<b>Dates &amp; purpose</b> must be in the description of the Check Request
Human Subject Payments (Gift cards or checks)	Questionnaire (ask AP dept.)	Contact AP for complete procedure. Will need receipt and proof of payment to Participants or Human Subjects.
Honorariums*	Flyer, letter..etc...	<b>Dates, purpose and location</b> of events must be stated in the description of the Check Request. The amount of the honorarium should be specified.
IRS	Justification	If Garnishment - summary for Payroll showing totals not names. Tax return - backup is needed
Patents	Invoice	
Royalty Payments	Document showing royalty distribution listing for the time Period	
Permits	Renewal Notice	
Petty Cash Reimbursement	Receipts	Receipts have to be approved by University Accounting
Postage Meter Replenishment/Stamp purchases	Justification	<b>Purpose &amp; Meter number</b> for meter replenishment should be stated
Property Taxes	Invoice	
Referee/ Umpires/Official payments	Invoice	<b>Dates &amp; game</b> must be in the description of the Check Request
Refunds (students/patient/companies)	Cash Transmittal, Copy of the Check, Payment information...etc.	<b>Dates, purpose and location</b> of events must be stated in the description of the Check Request

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Rentals of Exhibit Booths	Registration Forms	<b>Dates, purpose</b> and <b>location</b> of events must be stated in the description of the Check Request
Rents/Leases - Off Campus Facilities (Space rentals not including hotels)	Invoice, Contract, Lease (one time only to be held in AP) ...etc.	<b>Dates, purpose</b> and <b>location</b> of the property must be in the description of the Check Request.
Rents - RU Facilities	Justification	
Hotel room reservations under \$5k billed to the University for individual staff and less than 10 room nights. Note: Not for Banquets/Events	Hotel confirmation and supporting documents (Conference information..)	<b>Dates, purpose</b> and <b>location</b> of events must be stated in the description of the Check Request (if more than one person traveling include the names). Hotel reservations for individuals that attend a conference will have the person's name, conference attending and invoice number referenced on the check. Hotel payments for banquets and events must be done on a PO (Documentation from hotel stating prepayment/deposit is required).
Student Activity Accounts (Transfers to)	Justification	State in description the reason for the transfer
Tuition to other institutions, or companies	Invoice	
UPS and FedEx	Justification/invoice	

\*An honorarium is a payment representing a token of appreciation paid to an individual for participation in a special, and typically non-recurring, activity at a University event for which payment is not required or traditionally set where no deliverable or result is requested. This method of payment is usually made as a "thank you". Normally an honorarium is given in conjunction with an academic activity. Honorarium is primarily intended to confer distinction or to symbolize respect, which is not required by law, and is not a fee charged by the recipient. Honorarium is a payment made without the giver recognizing themselves as having any liability or legal obligation, where no specific deliverable or result is requested, expected, or produced. No honoraria should be paid to a University employee.

**Contact Information:**

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