



Check Request Matrix

When to Use a Check Request					
Payment Type	Definition	Account Code	Details to Include in "Supporting Information" Box on Request for Check Form in RU Marketplace and Include any Special Handling Requests	Internal Attachment / Supporting Documentation	Actual Invoice Naming/Numbering Convention (Internal when no invoice number exists)
Awards/Prize (Non-Employee)	Cash award or prize to a student or non-Rutgers employee for achievement, performance or competition for programs and activities that support the primary missions of the University. NOTE: An employee award/prize must be paid via payroll.	69455 (if Non-Resident Alien*, use 69456)	Brief description of the award or prize and how it supports the primary mission of the university	Copy of the award certificate, notice of award, etc. (or some PDF copy of email, letter or memo detailing the business justification of the payment). For payments to non-resident aliens (NRAs): please complete the Payment to Foreign National Form (http://uco.rutgers.edu/tax-services) and contact Anelia Dolan in Tax Services at andolan@finance.rutgers.edu for review and additional information first before submitting this form with the requisition.	Name of Award_[REQ#]
Benefits Department Payment	Payment made for employee benefits (i.e. deductions from payroll for health/dental benefits). Examples of payees are the State or unions.	Various, set by unit	Date and brief description of the benefit being paid	N/A - most of these are confidential documents that aren't provided.	Invoice # OR Name of Benefit_YYYY.MM.DD_[REQ#]
Conference / Seminar Registration Fee	Payment made to attend or register for a seminar or conference that is consistent with the mission of the university. For hotel accommodations, see Hotel Reservations below. If paid in directly to supplier, pay via Check Request. If employee reimbursement is requested, must be processed through the Expense Management system.	56060 preferred	Seminar name, date, location, and name(s) of attendee(s)	Copy of completed registration form or invoice from the event	Invoice # OR CONF_YYYY.MM.DD_[REQ#]
Field/Camp/Theater Trip	Payment for offsite and day trips only (i.e. day camps or 4-H events).	Various, set by unit	Must include date, location, and business purpose of the event.	Reservation confirmation and related invoice	Name of Event_YYYY.MM.DD_[REQ#]
Gift Card (for purpose OTHER than Human Subject Participant Payment)	Payment to store card supplier (including SVM). The gift cards must be used for university-related purposes. The gift cards must be used for a university-related purpose. See University Procurement Services website, Forms section (https://procurementservices.rutgers.edu/policies-forms/forms-repository).	Various, set by unit	Date and Brief Description of payment and how it supports the primary mission of the university.	Quote from the supplier, or PDF copy of email, letter, or memo detailing the business justification of the payment.	Invoice # OR Gift Cards_YYYY.MM.DD_[REQ#]



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Government Payment	Payment or fee mandated by the U.S. government, State government, municipal governments, or any subdivisions thereof (e.g., IRS withholdings, USCIS fees, property taxes, permits, patent and licensing fees, etc.).	Various, set by unit	Description of the payment or fee to be paid, including any sponsored individual, property details, or relevant information	Invoice, payment stub, official documentation. NOTE: If Garnishment - submit justification letter and summary for payroll with totals (not names). Tax return - submit tax return paperwork	Reference Number or Name_YYYY.MM.DD_[REQ#]
Honorarium	An honorarium is a one-time (i.e., one day or one event over contiguous days) basis payment made to an individual (not a corporation, business, or partnership), who is not an employee of the University, for a special and non-recurring activity or event for which a fee is not legally or traditionally required, in a non-classroom setting. If the activity is in a classroom setting, this should be a guest lecturer. This payment should NOT be negotiated. The sum of the honorarium amount is discretionary. That sum should not be characterized as lost fees or wages, expenses, or other opportunity costs incurred by the individual, but rather to the amount of recognition appropriate for the service provided. Examples would be a payment to a guest speaker in a non-classroom setting, (e.g. commencement). Honorarium payments are made payable to the individual who provided the gratuitous service. The University does not make charitable contributions to organizations in lieu of an honorarium payment. An honorarium cannot be used to pay independent contractors, consultants, or employees.	For citizens and residents performing service in the U.S, use 54130 (if Non-Resident Alien*, use 54140). For services performed outside the U.S. by a U.S. citizen or resident, use 54130 (if a Non-Resident Alien*, use 55240).	Dates, business purpose and location of event must be stated in the description of the Check Request (use account code 54130 for citizens and 54140 for non-resident aliens in RU Marketplace). The amount of the honorarium should be specified.	Flyer, invitation, letter, email, or other corresponding documentation and Independent Contractor or Employee Determination Form (ICED), located within the Forms section of the University Procurement Services website. For payments to non-resident aliens (NRAs): please complete the Payment to Foreign National Form (http://uco.rutgers.edu/tax-services) and contact Anelia Dolan in Tax Services at andolan@finance.rutgers.edu for review and additional information first before submitting this form with the requisition.	HON_YYYY.MM.DD_[REQ#]
Hotel Room Reservation	1) Hotel room reservation for visitors or student not on University Payroll. 2) Hotel reservation for individual staff for a total of less than 10 room nights (e.g., 2 people x 2 nights = 4 nights) Hotel contracts and deposits must go on a Service Request PO. Verify sales/occupancy tax status. If paid in directly to supplier in advance, please pay by Check Request. If employee reimbursement is requested, this must be processed through the Expense Management system.	56080 preferred	Dates, business purpose, and location of events must be stated in the description of the Check Request (if more than one person is traveling, all names must be included). Hotel reservations for individuals that attend a conference will have the person's name, conference attending and invoice number referenced. Hotel payments for banquets and events must be done on a Service Request PO (documentation from hotel stating prepayment/deposit is required).	Hotel confirmation and supporting documents (e.g. conference flyers)	Invoice # OR HOTEL_YYYY.MM.DD_[REQ#]



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Human Subject Participant Payment	Compensation of human subject for time and efforts in participation in clinical trial. Please use a Check Request for check payment directly to (non-employee) participants, or check payment directly to gift card supplier (i.e., any third-party supplier). For payment directly to the Principal Investigator (PI), or cash transfer to unit's human subject funds, see non-PO process defined in University Procurement Services website (https://procurementservices.rutgers.edu/accounts-payable). For the distribution of gift cards, see University Procurement Services' Forms page (https://procurementservices.rutgers.edu/policies-forms/forms-repository).	54160 (if check payment is made to individual participants); 55230 (if check payment is made to NRA* individual participant); Various, set by dept., if payee is the gift card supplier.	Brief description of the human subject study including the IRB number, and how it supports the primary mission of the university. DO NOT include social security numbers.	Quote from gift card supplier along with questionnaire (see Gift Card above if applicable), or some PDF copy of email, letter, or memo detailing the business justification of the payment. Internal Review Board (IRB) code approval for check payments going to human subject participant. For payments to non-resident aliens (NRAs): please complete the Payment to Foreign National Form (http://uco.rutgers.edu/tax-services) and contact Anelia Dolan in Tax Services at andolan@finance.rutgers.edu for review and additional information first before submitting this form with the requisition.	For Gift Cards = Gift Cards_YYYY.MM.DD_[REQ#] For Checks = HSP_YYYY.MM.DD_[REQ#]
Insurance Premium Payment - Risk Management	Any insurance premiums paid by Risk Management.	Various, set by unit	Business purpose and description of service	Invoice	Invoice # OR INS_YYYY.MM.DD_[REQ#]
Legal - Outside Counsel Services	Retainer fee or payment made to attorney or law firm for legal services rendered.	55210	Brief description of the legal services rendered (or needed)	Invoice, unless deemed confidential by Office of General Counsel. If confidential, some PDF copy of email, letter, or memo detailing the business justification of the payment.	Invoice # OR Legal_YYYY.MM.DD_[REQ#]
Legal - Claimant's Attorney Payment	Payment made to attorney on behalf of the Office of General Counsel to resolve a claim.	69295	Reference to the matter being resolved	Copy of official document (single page) referencing the total amount requested	Legal_YYYY.MM.DD_[REQ#]
Legal - Claimant Settlement	Payment made to claimant on behalf of the Office of General Counsel to resolve a claim.	69290	Reference to the matter being resolved	Copy of official document (single page) referencing the total amount requested	Legal_YYYY.MM.DD_[REQ#]
Membership Dues	Fee paid as membership dues to join an organization that is consistent with the mission of the university. If paid in directly to supplier, pay via Check Request. If employee reimbursement is requested, this must be processed through the Expense Management system.	66530 preferred	Brief description of the organization that the unit is joining and how it supports the primary mission of the university	Copy of the invoice, dues receipt, or membership form	Invoice number_[REQ#]
Official for Athletic Contest	Any fee associated with referee or umpire-related activities.	55185	Game date and NCAA sport code must be in the description of the Check Request.	Invoice	Invoice #_[REQ#]
Postage	Any fee associated with postage-related activities, including postage meter replenishment or stamp purchase.	52970 preferred	Purpose & Meter number for meter replenishment should be stated.	Meter receipt	Invoice # OR POST_YYYY.MM.DD_[REQ#]



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Relocation Expense Reimbursement (Pre-Appointment Relocation Expense Reimbursement/Payment) Taxable	Amounts to be disbursed to newly hired employees for "Relocation Expenses" if the reimbursement is to occur prior to the start date of the appointment. Users are referred to University Policy 60.1.6 for the definition of "Relocation Expenses". Units should first complete and sign the Taxable Moving Expense Reimbursement Form and submit to Payroll Services. Payroll will approve and counter sign. Units must attach approved form when submitting a check request.	69305	Business purpose and description to justify payment. Offer of employment letter if available.	Copy of approved Taxable Moving Expense Reimbursement Form , all receipts, dates of services	ExpRelo_YYYY.MM.DD_[REQ#]
Relocation Expense Reimbursement (Laboratory/Office Equipment) Non-Taxable	Reimbursement or direct vendor payment for relocation of laboratory and/or office equipment from a previous office or laboratory to a University office/laboratory. This account code must not be used for household or personal items (see account 69305 description). It must be substantiated that the items being relocated are not household items. Payment/reimbursements are non-taxable. It is recommended to engage with an approved moving company for such moves. Any such engagement and payment should be coordinated through University Procurement Services.	69306	Business purpose and description to justify payment. Employment letter if available.	Copy of all receipts, dates of services	ExpRelo_YYYY.MM.DD_[REQ#]
Royalty/Patent Payment	Any University-related non-employee royalty paid to authors or patent fee paid to inventors. In addition, this would include any fees to obtain the rights to produce plays. Alternate method for multiple royalty recipients and employee recipients is a non-PO upload to Oracle.	For citizen and resident royalty recipients, use 66090 (if Non-Resident Alien*, use 69360). For citizen and resident patent recipients, use 69370 (if Non-Resident Alien*, use 69360).	Business purpose and description	Spreadsheet documentation from relevant unit or unit. For payments to non-resident aliens (NRAs): please complete the Payment to Foreign National Form (http://uco.rutgers.edu/tax-services) and contact Anelia Dolan in Tax Services at andolan@finance.rutgers.edu for review and additional information first before submitting this form with the requisition.	Invoice # OR Royalty_YYYY.MM.DD_[REQ#]
Scholarship, Non-Qualifying (formerly Stipends)	A non-qualifying scholarship is an expense such as room, board, travel (i.e. attend a conference), research (i.e thesis research) living allowance for non-employees, or expenses other than qualified tuition and fees, that can be issued in periodic payments. This may include certain types of fellowships. Examples of fellowships could include undergraduate summer research grants, honors program grants, or STEM (Science, Technology, Engineering, and Math) grants. A non-qualifying scholarship payment shall not be in exchange for services rendered. Alternate method for multiple refund recipients (15+) is a direct non-PO upload to Oracle.	61520 (if Non-Resident Alien*, use 61560)	Type of scholarship or fellowship on description of Check Request	Letter describing type of scholarship or fellowship. For payments to non-resident aliens (NRAs): please complete the Payment to Foreign National Form (http://uco.rutgers.edu/tax-services) and contact Anelia Dolan in Tax Services at andolan@finance.rutgers.edu for review and additional information first before submitting this form with the requisition.	Name of Scholarship_[REQ#]



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Sponsorship	Fee paid to vendor for event that is sponsored (e.g., Rutgers unit may sponsor annual gala).	Various, set by unit	Business justification should be stated on invoice or letter.	Invoice/Letter	Invoice # OR Name of Event_YYYY.MM.DD_[REQ#]
Standardized Patients	Participants who role play in medical scenarios for student examinations.	54160 (if check payment is made to individual participants); 55230 (if check payment is made to NRA* individual participant)	Date and description of service(s)	Invoice	Invoice # OR SP_YYYY.MM.DD_[REQ#]
Student Activity Accounts (Transfers to)	Lump sum payment for Student Activity Business Office for student organizations to run activities throughout the year.	Various, set by unit	Business purpose and description	Invoice/Letter/Email that references the detail of the transfer	Student Activities_ YYYY.MM.DD_[REQ#]
Subscription	Fee paid for subscription that is consistent with the mission of the university. Software "subscriptions" are allowable (e.g. Survey Monkey) provided that licenses are not included. If paid directly to supplier, pay via Check Request. If employee reimbursement is requested, must be processed through the Expense Management system.	66520 preferred	Business purpose and description	Invoice	Invoice #_[REQ#]
Telecom	Any telecom-related expense (e.g., mobile phone service charges). If paid in directly to supplier, pay via Check Request. If employee reimbursement is requested, must be processed through the Expense Management system.	Various, set by unit	Date and business purpose	Invoice	Account #_[REQ#]
Travel and Expense Reimbursements - Student	Any student for University-related travel and business expenses in accordance with Travel and Expense Management Policy 40.4.1. To be used only when reimbursing students for a business expense (i.e.: expenses incurred to further University business). If reimbursing a student for expenses incurred to further personal studies, use "Scholarship, Non-Qualifying (formerly stipends)" above.	56060, 56080, 56990 (must use one of these non-taxable codes)	Business purpose and description	Invoice and/or receipts	EXP_YYYY.MM.DD_[REQ#]
Travel and Expense Reimbursements - Visitor (Non-Employee)	Any non-employee visitor for University-related travel and business expenses in accordance with Travel and Expense Management Policy 40.4.1. Any non-travel and business related refunds for multiple non-employees should be processed as a non-PO Upload (https://procurementservices.rutgers.edu/non-po-uploads).	56060, 56080, 56990 (must use one of these non-taxable codes)	Business purpose and description	Invoice and/or receipts	EXP_YYYY.MM.DD_[REQ#]



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Tuition to Other Educational Institutions	Any university-related tuition payment to other universities, to cover course enrollment on behalf of Rutgers University student (e.g., payment to Middlesex County Community College).	Various, set by unit	Business purpose, date, and description	Invoice	Invoice # OR Name of Student_YYYY.MM.DD_[REQ#]
UPS and FedEx	Any University-related UPS or FedEx payment.	52970 preferred	Business purpose and description	Invoice	Account #_[REQ#]
Utilities	Any University-related utility fee.	Various, set by unit	Dates, purpose, and location of the property	Invoice	Account #_[REQ#]