

When to Use a Check Request

Payment Type	Account Code	Publish?	Definition	Details to Include in "Supporting Information" Box on Request for Check Form in RU Marketplace	Internal Attachment / Supporting Documentation	Special Handling (Internal)
Artist, Performer, Musician, Entertainer, Comedian, etc.	69400 (if non-resident alien, use 69410)	Yes	The Performance Agreement should be used to contract with performers, artists, talent agencies and other professionals engaged in the performing arts. The Performance Agreement is the preferred agreement for these engagements, however a vendor agreement may be used on a case-by-case basis. Please attach only ONE agreement.	Date, business purpose and description of service.	Signed Performance Agreement	Department should request check to be mailed back to them if check is required prior to engagement date.
Awards/Prizes (Non-Employees)	69455 (if non-resident alien, use 69456)	Yes	Cash awards or prizes to non-Rutgers employees for achievement, performance or competition for programs and activities that support the primary missions of the University. Students may also receive such awards or prizes if this payment is not related to their education (i.e., stipend) or employment at the University. NOTE: Employee awards/prizes must be paid via payroll.	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).	Department will specify as necessary.
Books and Equipment (educational purposes only)	Various, set by dept.	Yes	Books of an educational nature related to training or other University business (i.e. classroom books).	Date and business purpose.	Invoice or order form	If there is an order form, send as an attachment.
Clinical Trial Payment	69120 (gift cards) or 54160 (check)	Yes	Payment made to human subject / recipient / participant in clinical trial.	Brief description of the clinical trial and how it supports the primary mission of the university.	Copy of the study details (or PDF copy of email, letter or memo detailing the business justification of the payment).	N/A
Conference / Seminar Registration Fee	56060	Yes	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.	Seminar name, dates, location, and name(s) of attendees.	Copy of completed registration form, or invoice from the event.	Send attachment with check.
Editors/Transcribers/proofreaders	55990 (if non-resident alien, use 55240)	Yes	Fees paid to service providers for editing, proofreading, and transcribing services.	Brief description of services provided, dates, and business purpose.	Invoice, Scope of Work, and Independent Contractor or Employee Determination Form (ICED)	N/A
Fellowship/Scholarships/Stipends	61520 (if non-resident alien, use 61560)	Yes	These cover expenses such as room, board, travel (i.e. attend a conference), research (i.e thesis research) living allowance for non-employees.	Type of stipend, scholarship or fellowship on description of Check Request.	Letter describing type of stipend, scholarship or fellowship.	N/A
Field/Camp/Theater trips	Various, set by dept.	Yes	Payment for offsite and day trips only (i.e. day camps or 4-H events).	Must include date, location, and business purpose of the event.	Reservation confirmation and related invoice	Send attachment with check.
Gift cards	69120	Yes	Purchase of gift cards for purpose of compensating human subjects for time and efforts as participants in clinical trials.	Contact AP for complete procedure. Will need receipt and proof of payment to Participants or Human Subjects.	Questionnaire (ask AP dept.)	N/A
Government Payments	Various, set by dept.	Yes	Payments or fees 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.)	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	Separate checks needed for US Dept. of Homeland Security or USCIS and MUST be mailed back to the department.
Guest Lecturers	55990 (if non-resident alien, use 55240)	Yes	A non-employee engaged by the University to lecture, present, or otherwise speak on a subject about which s/he is considered to be knowledgeable, in a classroom setting , on a one-time basis. Individuals represented by a talent agency should use the Performance Agreement.	Dates, business purpose and location of events must be stated in the description of the Check Request. The amount of the guest lecturer payment should be specified.	Flyer, invitation, letter, email, or other corresponding documentation and Independent Contractor or Employee Determination Form (ICED).	Department should request check to be mailed back to them if check is required prior to engagement date.
Honorarium	54130 (if non-resident alien, use 54140)	Yes	An honorarium is a one-time 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. 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.	Dates, business purpose and location of events 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.	Department should request check to be mailed back to them if check is required prior to engagement date.
Hotel room reservations	56060 or 56080	Yes	1) Hotel room reservations for visitors and students not on University Payroll. 2) Hotel reservations for individual staff for a total of less than 10 room nights (i.e. 2 people x 2 nights = 4 nights) Hotel contracts and deposits must go on a Service Request PO. Verify sales/occupancy tax status.	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 on the check. 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	Send attachment with check.

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Membership Dues	66530	Yes	Fee paid as membership dues to join an organization that is consistent with the mission of the university.	Brief description of the organization department is joining and how it supports the primary mission of the university.	Copy of the invoice, dues receipt, or membership form.	Send attachment with check.
Postage Meter Replenishment/Stamp purchases	52970	Yes	Any fees associated with postage-related activities.	Purpose & Meter number for meter replenishment should be stated.	Meter receipt	Send attachment with check or mail check to department.
Publication fees	55250	Yes	Any fees associated with publication of manuscripts or articles.	Details and business purpose related to the manuscript or article.	Invoice or order form	N/A
Referee/ Umpires/Official payments	55185	Yes	Any fees associated with referee or umpire-related activities.	Dates & game must be in the description of the Check Request	Invoice	N/A
Refunds -(students/patient/companies)	Various, set by dept.	Yes	Any University-related reimbursements to any affected individuals.	Dates, purpose and location of events (if applicable) must be stated in the description of the Check Request	Cash Transmittal, Copy of the Check, Payment information	N/A
Rent / Lease of Off-Campus Facilities (not including hotels)	Various, set by dept.	Yes	Space rental of locations, off-campus, not including hotels. This includes the rentals of temporary housing, exhibit booths and academic space at non-Rutgers locations.	Dates, purpose and location of the property.	Lease, contract, invoice (or some PDF copy of email, letter or memo detailing the business justification of the payment).	N/A
Royalty Payments	66090 (if non-resident alien, use 69360)	Yes	Any University-related royalties paid to authors or inventors.	Business purpose and description.	Spreadsheet documentation from relevant department or unit.	N/A
Sponsorship	Various, set by dept.	Yes	Fee paid to vendor for event that is sponsored (e.g., nursing association may sponsor annual gala).	Business justification should be stated on invoice or letter.	Invoice/Letter	N/A
Student Activity Accounts (Transfers to)	Various, set by dept.	Yes	Lump sum payment for Student Activity Business Office for student organizations to run activities throughout the year.	Business purpose and description.	N/A	N/A
Student/Visitor Travel and Expense Reimbursements	56060, 56080, 56990	Yes	Any non-employee (student or visitor) for University-related travel expenses.	Business purpose and description.	Invoice and/or receipts	N/A
Subscriptions/Online Survey	66520	Yes	Any University-related subscriptions or online surveys (i.e. Survey Monkey)	Business purpose and description.	Invoice	Send attachment with check.
Telephone	60060 (land) or 60020 (mobile)	Yes	Any telephone-related expenses.	Dates and business purpose.	Invoice	N/A
Tuition to other institutions, or companies	Various, set by dept.	Yes	Any university-related tuition payments to companies or other universities.	Business purpose, date and description.	Invoice	N/A
UPS and FedEx	52970	Yes	Any University-related UPS or FedEx payments.	Business purpose and description.	Invoice	N/A
Utilities	Various, dependent on utility type.	Yes	Any University-related utility fees.	Dates, purpose and location of the property.	Invoice	N/A