

**CHECK REQUEST POLICY**

# Reimbursement for Purchases

The Accounts Payable ***Requisition Form*** is to be completed by employees who have been preauthorized to make small purchases on behalf of the College. The form is located on the College website at https://www.adrian.edu/about/business-office[.](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.

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
* Tractor Supply
* Walmart

# 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).

Revised Date: June 19, 2013

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 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

Accounts Payable Coordinator x. 4560 cwingfield@adrian.edu

Shelly White

Controller x. 3850 swhite@adrian.edu