

SECTION 1 - Check Request Type

- Vendor check
- Employee reimbursement for incidentals M00# _____

SECTION 2 - Vendor Information

IMPORTANT: Is this a new vendor for College of Marin?

- Yes, this is a new vendor for College of Marin. A completed IRS Form W-9 is needed.
- No, this is not a new vendor for College of Marin. We have previously used this vendor.

MAKE CHECK PAYABLE TO:

MAIL CHECK TO:

NAME

NAME

ADDRESS

ADDRESS

CITY, STATE, ZIP

CITY, STATE, ZIP

SECTION 3 - FOAP (Accounting Distribution)

Fund	Organization	Account	Program	Amount
Total				

**SECTION 4 - Description of the check request, and any additional notes regarding this transaction.
Attach all supporting documentation.**

SECTION 5 - Authorization for Payment

I hereby certify that the services and/or items listed are true and correct.

REQUESTED BY (PRINT NAME, DEPT. AND EXT.) DATE

REQUESTED BY (SIGNATURE) DATE

BUDGET MANAGER'S APPROVAL (PRINT NAME AND SIGNATURE) DATE

VP FINANCE AND COLLEGE OPERATIONS OR DIRECTOR OF FISCAL SERVICES (SIGNATURE) DATE

OVERVIEW

This Check Request Form is intended to supplement the Purchasing Card program by providing a simple method to pay for items such as supplies, materials, seminars, conferences, memberships, subscriptions, etc. for those vendors who do not accept the Purchasing Card.

Use this form for payment up to \$1,000.

The Check Request Form should not be used for capital outlay, furniture, or equipment (any item that has a single unit cost of greater than \$200.00) unless the intended purchase is pre-approved by the Vice President of Finance and College Operations.

If shipping is required, purchases must be shipped to one of the two designated district addresses:

Kentfield Campus: Receiving Department – 120 Kent Avenue, Kentfield, Ca 94904

Indian Valley Campus: 1800 Ignacio Blvd., Novato, CA 94949

Any purchases shipped to an alternate address will not be reimbursed by the district.

College of Marin has established the check request process to expedite payments for minor orders from vendors who do not accept the Purchasing Card, do not need a Purchase Order, or to reimburse employees for minor out-of-pocket incidentals. Therefore, check requestors should not enter these types of orders in the Banner Self Service system.

Any intended order that does not meet the above criteria should be processed via a purchase requisition in the Banner Self Service system.

Form Instructions:

- **Section 1 - Check Request Type:** Select the appropriate Check Request type.
- **Section 2 - Vendor Information:** Select the box that describes if this vendor is new to the College of Marin or if we have previously used this vendor. New vendors will be required to complete an Internal Revenue Service Form W-9, which Accounts Payable will obtain from the new vendor. Input the "Make Check Payable To" and "Mail Check To" fields.
- **Section 3 - FOAP:** Input the FOAP accounting distribution (Fund, Organization, Account, and Program codes). Input the amount to distribute to each FOAP.
- **Section 4 - Description/Instructions:** Input a description for the Check Request and include any additional notes regarding this transaction. Attach all supporting documentation.
- **Section 5 - Authorization for Payment:** Input the information and signature of the individual requesting the payment. Obtain the department's budget manager's authorization. The budget manager accepting the charge must sign the Check Request Form. Forward the completed form and the attached supporting documents to **Fiscal Services Department - Accounts Payable** for final processing.

Questions?

Contact the **Fiscal Services Department - Accounts Payable team:**

Accounts Payable **Vendors A - J:** Theo Sedie, telephone 415.883.2211, Ext. 8169

Accounts Payable **Vendors K - Z:** Francisco Aviles, telephone 415.883.2211, Ext. 8166