The Check Request form is to be used to request checks for goods and services listed in the following Approved Check Request Transactions List. Payment for items not listed may not be made without prior written approval from the Director of Purchasing, Purchasing Department. The following transactions have been pre-approved by the Purchasing Department.

APPROVED CHECK REQUEST TRANSACTIONS LIST

TRANSACTION CODE	DESCRIPTION
2	Payments to a state agency (2), or a local public body (3), or external procurement unit (4), except for rental or lease of real property, (Refer to next page for definitions).
3	Transfer of funds **NOT involving the purchase of goods or services** (e.g. stipends, scholarships, royalties, honoraria. Refer to Policy No. 06a for more information on these transactions).
4	Refunds of money previously deposited with the University and payments to artists for consigned art sales.
5	Membership dues, subscriptions to periodicals, accreditation fees and registration fees.
6	Payments to non-NMHU employee participants in research studies and conference attendees.
7	Non-NMHU employee travel reimbursements, and properly approved employee moving reimbursements.
8	**Reimbursements** to NMHU employees or NMHU duly authorized representatives for goods and services procured on behalf of NMHU and not exceeding $250 per check request and approved by the Purchasing Department. Reimbursements under $75 should be processed on a petty cash form.
	Note: To reimburse means to "pay back" for money spent. In other words to qualify as a reimbursement, the individual must have paid for the goods or services.
9	Athletic Department game guarantees and payments for game officiating.

10 Agent fees resulting from the redemption of University bonds.

11 Purchase of books, periodicals, reprints, mailing lists, written tests, video tapes and films from publishers or copy write holders thereof.

12 Deposit accounts approved in advance by the Purchasing Department.

14 Notary Public applications (i.e., New Mexico Secretary of State and bonding company).

15 Payments to NMHU student organizations providing group services (i.e. ushering).

16 Performance contracts approved by the President.

17 Payments for emergency ambulance services.

18 Payments of properly documented, court imposed, damages or out of court settlements approved by the President.

19 Payments to individuals or firms for serving subpoenas or summons.

21 Payment for medical treatment provided to injured NMHU athletes while on authorized athletic events. All invoices must be approved by the Athletic Director and Athletic Trainer.

22 Shipping charges including overnight mail charges.

23 Air fare or hotel charges where advanced payment is required, provided that travel has been approved in accordance with the NMHU Travel Policy and Procedure Number 07 in this manual. Submit with check request the fully approved travel voucher. The Purchasing Department will no longer issue purchase orders for travel expenses.

Definitions:
(2) State Agency - any department, commission, council, board, committee, institution, legislative body, agency, government corporation, educational institution or official of the executive, legislative or judicial branch of the government of New Mexico.

Revision: Change approval for transaction #16 & #18 to President from VP for Administrative Services.

(3) Local Public Body - every political subdivision of the state and the agencies, instrumentalities and institutions thereof.
(4) External Procurement Unit - any procurement organization not located in this state which, if in this state, would qualify as a state agency or a local public body. An agency of the US government is an external procurement unit.

PURCHASING APPROVAL:
Purchasing Approval is required for the following Check Requests:

Reimbursements as stated in #8 above
Deposit accounts as stated in #12 above

PAYMENTS NOT SPECIFICALLY LISTED MAY NOT BE PROCESSED ON A CHECK REQUEST WITHOUT PRIOR WRITTEN APPROVAL FROM THE DIRECTOR OF PURCHASING.

PREPARATION OF THE CHECK REQUEST

CHECK REQUESTS MUST BE TYPED. CORRECTIONS MUST BE MADE ON ALL COPIES.

Check Request Header:

1 Check Request Number Preassigned unique document number for identification purposes.

2 Payee Code Assigned in the Business Office.

3 AP Vendor # Unique number assigned by Accounts Payable to a non-individual payee or an individual using an EIN.

4 Date Current date

5 EIN/SSN Federal Tax Identification Number (i.e., Social Security Number or Employee Identification Number

6 Payee Name of the company/individual to whom the check should be made payable.

7 Address The Permanent address of the payee is required on the form for proper assignment of the vendor number and tax records.

8	Delivery Address	Complete address the Check should be delivered to via U.S. Mail or campus mail.
9	Payee Status	For statistical purposes, indicate if the payee is a NMHU employee or student or both.
10	Dept & Org	Indicate the department and organization code to be charged with the expense. List each department to be charged.
11	ACS Account Number(s) and Object Code(s)	Account number(s) and Object Code(s) to be charged with the expenditure.
12	Amount	Amount per corresponding account number

Check Request Body:
An unlimited number of invoices for the same payee may be processed on one Check Request form.

13	Invoice Date	If there is no dated invoice, leave this column blank.
14	Transaction Number	Number of transaction from the list of acceptable items (see page 1).
15	Description	Begin description with a one or two word description for the reason for the payment.
16	Amount	Amount of the corresponding invoices or description entry
17	Total Amount Authorized	Total of invoices

Check Request Signature

18	Approved By	Signature of department personnel with signing authority on each account number charged, their title, and name typed.

19 Small Purchase Order Bookholder's name, phone number, and Bookholder campus address. (Not yet implemented)

Comptroller's Use — The accountant(s) in charge of the account(s) will use this area to approve the expenditure from the indicated account(s).

20 Special Instructions — Special processing notes.

DOCUMENTATION

Supporting documentation shall be stapled to the back of the Check Request. Proper documentation is the original and one copy of the invoice or order form which states the price and the payee's name or copy of approved contract. One copy is delivered with the check; the other copy is kept in Accounts Payable for audit purposes.

Exceptions:

Original receipts or cancelled checks are required for:
#8 Petty Cash Reimbursements
#8Reimbursements
#7 Travel
Note: If original cancelled check is not available, copies of the check and bank statement showing the cleared check will suffice.

Legal Documents are required for:
#18 Damages
#18 Settlements

Documentation required for other transactions:
#12Deposits.....Statements
#14 Notary Public Application.....Application
#3 Loans.....Loan application
#3Scholarships/Stipends..... Scholarship/Fellowship Stipend Payment Justification Form

No documentation is required for:
#9 Game Officials
#4 Refunds of money previously deposited w/NMHU
#3 Royalties

PAPER FLOW OF CHECK REQUEST

Business Office — Blank Check Requests may be picked up from the Business Office.

Department — Prepares and approves Check Request form, removes Department copy and forwards the remaining copies to the Business Office.

Business Office — Reviews Check Request and when approved removes their copy and forwards the remaining copies to Accounts Payable for payment.

Accounts Payable — Processes the Check Request for payment and delivers the Payee copy with the check.

Individual/Separate Checks

Individual/separate checks is a procedure used when more than one check is needed for the same "type of payment" but to different payees (e.g. refunds, stipends, officials, etc.). The preparation of the Check Request form is the same as for any other payment except for the following:

Payee — Insert phrase "Individual Checks"

Address — If the checks are to be mailed enclose mailing labels or addressed envelopes.

Description of Service — Insert Type of Payment (e.g. Stipends) and the phrase "See attached work sheet"

Amount — Total amount of all checks requested.

Work sheet — Type and double space a list of the checks needed in column format.

Payee Name & Address	SSN	Account # Object Code	Amount of Check

Note:
1. The Account # is optional if all checks are to be charged to the same account.
2. If only two or three checks are requested and space after the transaction code and description is sufficient, the SSN may be entered in the invoice number area, the name and address in the description area, and the amount of each check in the amount area.

NEW MEXICO HIGHLANDS UNIVERSITY
LAS VEGAS, NEW MEXICO 87701

01493

CHECK REQUEST

DATE: November 8, 1990

EIN/SSN:

PAYEE: Las Vegas Daily Optic

PAYEE CODE(S)	
	$
	$

AP VENDOR NUMBER	
01	

DELIVERY ADDRESS: P. O. Box 2607
Las Vegas, NM 87701

PERMANENT ADDRESS: 1213 Lincoln Avenue
Las Vegas, NM 87701

PAYEE IS AN NMHU EMPLOYEE ☐ NMHU STUDENT ☐

DEPARTMENT AND ORGANIZATION CODE

ACCOUNT NUMBER	AMOUNT OF CHARGE	ACCOUNT NUMBER	AMOUNT OF CHARGE
10608/500	$ 60.00		$
	$		$

INVOICE DATE	INVOICE NUMBER	TRANSACTION NUMBER AND DESCRIPTION	AMOUNT
11/08/90		(5) One year subscription to Las Vegas Daily Optic	90.00

The authorized individual certifies that the above charges were necessary and proper. The amounts claimed are correct and have not been paid.

TOTAL AMOUNT OF CHARGE AUTHORIZED ON THIS REQUEST: 90.00

AUTHORIZED DEPT. SIGNATURE
SIGNATURE NAME (TYPED) J. Michael Allred

TITLE Comptroller

BOOKHOLDER
CAMPUS MAILING ADDRESS

PHONE 454-3417

COMPTROLLER'S USE ONLY	
APROVAL	DATE

SPECIAL INSTRUCTIONS FOR ACCOUNTS PAYABLE

ACCOUNTS PAYABLE USE ONLY	
APROVAL	DATE

COPY DISTRIBUTION White—Accounts Payable; Canary—Payee; Pink—Department